Boston Public Library

Statewide Services for Massachusetts Regional Member Libraries

Can We Help?

We have supplemental services for YOUR Library! Contact us:

For Reference or Citation Verification:

Phone: 617-536-5400, x416 or 800-422-4065, x416
Fax: 617-267-3749
(for information on this service, contact Sally Beecher or Marta Pardee-King, Telephone Reference, 617-536-5400, x416 or 800-422-4065, x416)

For Interlibrary Loan:

Phone: 617-536-5400, x343 or 800-422-4065, x343
Fax: 617-536-5119
E-mail: Boston@bpl.org
(For information on this service, contact Dorothy Keller or Helen Bender, Interlibrary Loan Office, 617-536-5400, x343 or 800-422-4065, x343)

For Journal Document Delivery:

Phone: 617-536-5400, x343 or 800-422-4065, x343
Fax: 617-267-8273 (items BPL owns)
617-536-5119 (items to be forwarded)
E-mail: Boston@bpl.org
(For information on this service, contact Dorothy Keller or Helen Bender, Interlibrary Loan Office, 617-536-5400, x343 or 800-422-4065, x343)

Boston Public Library
700 Boylston Street
Boston, MA 02116

12/99

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Special Meeting Minutes
June 6, 2012

Attendees:
Brad Barker, David Bottom, Lyle Foley, Ken Linell, Rich Reardon, Susan Therriault, Library Director Jennifer Carrico, and Guests Town Administrator Martin McNamara, Jean Therriault, and Nancy Valleco

Call to Order:
The meeting was called to order at 6:32 p.m.

The purpose of this special meeting of the Board of Library Trustees was to update Marty McNamara, new Town Administrator, on the Phase 1 Building Renovation Project.

Sue provided background on the master plan that had been developed in 2009 and our current plans to replace the septic system, the ramp and landing, and the front door. There was discussion about keeping the project as one large project or breaking it into two or possibly three smaller projects. All components would need to be bid out and, given the amount of document preparation and lead times required, it may be necessary to do the construction in late winter/early spring. To ensure that all parties are on the same page, it was decided that there should be a meeting of the Trustees/LPC, Town Administrator Marty McNamara, Town Counsel Steve Madeus, and Architect Ralph Dinneen to walk through the process and timeline of what needs to be done. A meeting within the next two or three weeks will be scheduled.

There is a possibility that the library would need to be closed for twelve weeks due to the construction and that temporary quarters may be required. Marty and Jenn will investigate areas at the Municipal Office Building that could be made available.

Marty updated the committee on the septic system replacement at the Town House.

After some discussion about the work that Ralph Dinneen had reviewed with the LPC at its meeting on May 30th, it was moved and approved to approve the payment of Dinneen's second invoice of $6740.

Adjournment:

The meeting was adjourned at 7:40 p.m.

Respectfully submitted,
Susan Therriault, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
May 9, 2012

Attendees:
Brad Barker, David Bottom, Lyle Foley, Ken Linell, Rich Reardon, Susan Therriault, Library Director Jennifer Carrico, and Guest Nancy Valleco

Call to Order:
The meeting was called to order by Chair Brad Barker at 7:05 p.m.

Minutes:
The minutes of the April 11th meeting were approved.

Treasurer's Report:
Treasurer Ken Linell reported a March 31st balance of $10,074.89. He also reported a balance on Aprl 30th of $9,950.45, which included $.43 in interest and an expenditure of $124.85 for health and fitness materials purchased as part of the Walmart grant. The $2,000 Walmart grant had been added to the Trustees rather than setting up a separate account with the town. Jenn will be keeping track of the accounting on that account in a separate spreadsheet. Ken also reported that he had received a bill for $120 from West Boylston Insurance for the bonding of the Treasurer; it was moved and approved to approve this payment.

Correspondence:
1. There had been additional correspondence between Brian Falk, associate attorney to Town Counsel Steve Madeus, and General Yellow Pages/Electronic Media Marketing Group, Inc. The original bill had been $599.95; it is now $731.34. BPL had never agreed to this service.
2. The second installment of state aid from the MBLC had been received - $1,781.39
3. Roger Berard, a painter in town, offered to paint one room in the library when we are ready for him to do it.

Director's Report:
1. WBAC grant – Judy wrote a grant for art supplies for $600 and WBAC gave us $1000.
2. Evergreen – Existing members are being cut over on Memorial Day weekend. The Boylston Library should be cutting over on July 1st. Lynn and Judy are taking training classes and by the end of summer we will have met the requirement for 80% of our holdings available on the online catalog. Four computers (two for patron look-up and two for checkout) are required. The workflow is being worked out.
3. Card Catalogs – The original plan was to auction the card catalogs at Memorial Day; however, Lyle had researched selling these catalogs on eBay and more money can be made by selling them on eBay. Jenn had checked with the town and there is only interest if the sale is greater than $5000. It was agreed to utilize eBay if possible.
4. Book Drop – With the changes to the front entrance, the interior book drop will be eliminated. A book drop had been obtained through CMRLS several years ago when the library planned to utilize a room at town hall as a temporary site when renovations were to be done at it current location. David will follow-up with town hall is find out the disposition of that book drop. There will be more discussion at our next meeting.

Old Business:

1. Further discussion of the long overdue materials policy was deferred until next month.
2. Renovation Topics:

a) Article 33 balance – The balance including the not-yet-done roof repairs will be $4690, which does not include the back door repair/replacement.
b) Back Door – The estimate for repair of the back door is $300 - $400. It was noted that the door is scheduled for replacement with the renovation of the lower level so repair would appear to be the best solution. Jenn will request an estimate for the repair from Art Gibree and the Trustees approved an expenditure of no more than $500 for the repair/refurbish.
c) Circulation Desk – The final quote from March Woodworking is $11,410. The Foundation, which is paying for this desk, approved this expenditure. The new desk will have paneling similar to the current desk.
d) Phone System – Jenn had received two quotes: (1) $1,393 including new phone lines, the ability to transfer, a fax line (system used by town hall) and (2) $2,370 from a different vendor
e) Skylight – The skylight leaks. Jenn is following-up on quotes.

New Business:

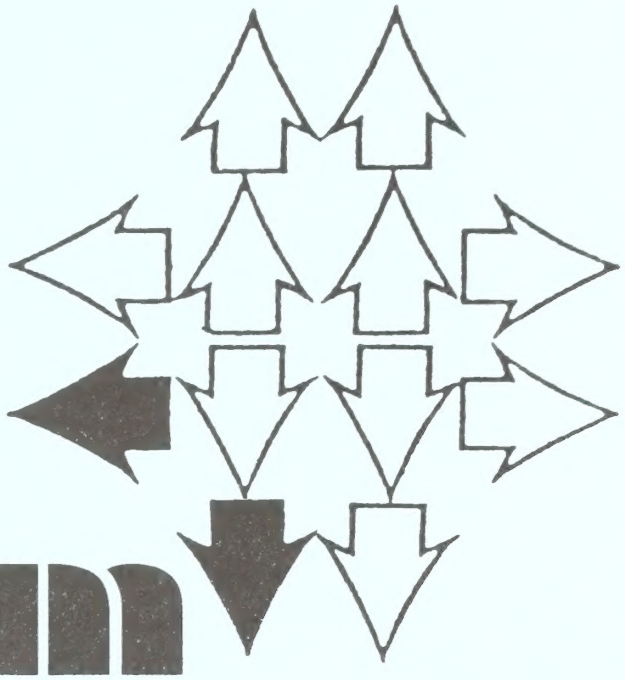
1. Articles 17 & 18 passed at town meeting and we are able to move forward on the new septic system, the new front entrance, and the new ramp and landing. In terms of next steps, it was agreed that the LPC should outline the plans for going forward. The funds are not available until after July 1st. The specs need to be finalized and the bid package needs to be put together. The next LPC meeting will be held on Wednesday, May 16th at 6:30 p.m. Brad will contact Ralph Dinneen about any updates from Ross on the septic system plans. David agreed to draft thank you letters to the Banner, the Foundation, and the Friends.
2. A second invoice had been received from Dinneen. It was agreed that the LPC needs to review the contract relative to what has been completed before approving the second payment. A special Trustees meeting will be scheduled at 7:30 p.m. on May 16th for this approval.

Adjournment:

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,
Susan Therriault, Secretary

2011



CMRLS 16mm FILMS

CENTRAL MASSACHUSETTS REGIONAL LIBRARY SYSTEM
1999

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
December 29, 2011

Attendees:
Brad Barker, David Bottom, Lyle Foley, Ken Linell, Rich Reardon, Susan Therriault, Library Director Jennifer Carrico, and Guest Nancy Valeco

Call to Order:
The meeting was called to order by Chair Brad Barker at 6:35 p.m. The regularly scheduled monthly meeting planned for December 14th was postponed to December 29th because there was no quorum on December 14th.

Minutes:
The minutes of the November 9th meeting was approved.

Treasurer's Report:
Treasurer Ken Linell reported an ending balance as of 12/14/2011 of $7,822.16, which included a $25 deposit for a damaged book. The treasurer's report was accepted.

Correspondence:
1. Jenn received notification from the MBLC that our first payment for FY2012 state aid had been sent. The total for the year will be approximately $3200.
2. Jenn also received and distributed copies of the proposal from Dinneen Associates for projectm management and architectural design services for our four proposed projects.

Director's Report:
1. Installation of Evergreen to current members has been pushed back to mid-February; no date has been announced for associate members' migration. There have been lots of problems and issues. Because it is a small library, Boylston will be receiving a grant of $600 to defray the cost of migrating.
2. Facilities Update: The cesspool has been pumped for a cost of $290. The heat failed and a new circulator was needed for a cost of approximately $500. A recycling bin will be placed at the back of the library; pick-up will be twice a month for a cost of $15/month. There was some discussion about snowplowing behind the library during the winter; Jenn will follow-up with the Town Administrator and/or the Highway Department. The town will be installing voice mail for the library's telephone to alert people when we are closed. Jenn will be following-up with the plumber on the replacement of the toilets in the restrooms and will ensure that the lines are rotorouted before the new toilets are installed. A water main had broken a couple of weeks ago and there was no water available at the library and therefore no bathroom facilities. There was a question of whether or not the library should remain open. Jenn will put together a Facility Manual to address all these issues along with a list of emergency telephone numbers.
3. Jenn presented a draft of the FY2013 library operating budget to be submitted by January 3rd. There was discussion about the three versions (level-funded, -2%, and MAR required) as well as some of the anticipated expenses. The draft budget was approved by the Trustees as presented. The meeting with the Finance Committee will be on Tuesday, February 7th, at 7:15 at the Municipal Office Building.
4. Jenn requested that she attend the PLA (Public Library Association) Conference in March. The Trustee approved her attendance.

Old Business:
1. At the last meeting, Jenn had presented the updated library policies document for final review. The Trustees approved these policies effective 12/29/2011.

2 LPC Update Ralph Dinneen had sent his proposal and it was reviewed in detail. There was some discussion about the two HVAC options, one to fix the current system and the other to replace it entirely. There was also discussion about the septic system since the original plans from 2001 had required a larger system and there have been less expensive and more efficient systems developed. Lyle will follow-up with HR Prescott & Sons on the Presby system. It was decided to schedule a LPC meeting with Ralph Dinneen for the first week in January to further discuss the proposal.

3 Brad presented a draft of the Capital Plan budget as requested by the town. The four projects (septic system, HVAC system, ramp, and ADA-compliant entrance) was presented under FY2013 and the remainder of the renovation project (less cosmetic items) was listed under FY2014. This draft was approved by the Trustees and will be submitted along with the operating budget on January 3rd.

New Business:

1 Jenn proposed that the Trustees, under the auspices of the LPC, form a special design committee to make recommendations concerning the interior design elements of the library. Chaired by Trustee Lyle Foley, members will include Library Director Jenn Carrico, LPC member Christi Stille, and a Boylston resident who is an interior designer. The appointment of this committee was approved by the Trustees.

2 In order for the Boylston Library to take advantage of MBLC grants, a current long-range plan must be on file by December 1. The current plan will need a major overhaul and will be done in sections beginning in January 2012.

Adjournment:

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,
Susan Therriault, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
November 9, 2011

Attendees:
Brad Barker, Lyle Foley, Ken Linell, Rich Reardon, Susan Therriault, Library Director Jennifer Carrico, and Guests Wendy Lonstein and Nancy Valeco

Call to Order:
The meeting was called to order by Chair Brad Barker at 7:00 p.m.

Minutes:
The minutes of the October 12th meeting was approved.

Report of the Friends of the Library:
Wendy walked through the planned activities for the Friends. The Fall Harvest was a big hit and, if it is a town-wide event next year, a book/child-related activity will be done. The Holiday Party will be held on Saturday, Dec 12 from 11 – 1 with setup at 10:30 a.m. The kids' wish list of suggestions for the library will again be done. CoCoKey is under new management and plans are on hold. The Friends have purchased solar candles for the windows. A potential fund-raiser for the Friends is Robin Marie, a local medium, who will lecture on ghosthunting around Boylston. The next meeting of the Friends is Dec 2, when decorating the library for Christmas is on the docket. The newly-painted floors in the Children's Room make the area brighter. Clean-up and de-cluttering in the Children's Room is continuing in an effort to free up more space for children's activities. Wendy has been looking into the possibility of high school volunteers to help out with data entry for Evergreen. Finally, Wendy requested financial assistance with the recent attic clean-up to pay for cost of carting away the unwanted materials.

Report of the Library Foundation
Sarah Scheinfein has been elected to another term as the President of the Foundation. The board will be meeting monthly through June 2012 as we continue the renovation process. Brad will be providing regular updates on our plans and engaging the board on how it can assist.

Treasurer's Report:
Treasurer Ken Linell reported an ending balance as of 10/31/2011 of $7,797.02, with $.66 interest and no deposits and no withdrawals. The treasurer's report was accepted.

Correspondence:
1. There will be special town meeting on Monday, Dec 12 to request additional funding for the high school due to more vocational students attending Assabet than expected.
2. The Foundation received an invitation to the Commonwealth Institute luncheon regarding potential investment strategies.

Director's Report:
1. Jenn reported on the recent October snowstorm and its impact on the library. The emergency backup kicked in but the electricity came back before we lost the battery. Several branches were broken and the town has cleaned them up.
2. The downstairs cleanup continues with lots of weeding of the children's collection and decluttering of the shelves and backroom. The floor has been painted with the exception of the area under the librarian's desk. The next step will be to clearcoat it and to potentially paint the bathrooms. It was moved and approved to close the library for the entire Thanksgiving weekend to complete the painting and sealing in the children's room. Several Trustees volunteered to assist that weekend.

3. Jenn is putting together a punchlist of maintenance items to be discussed at the next LPC meeting. Items will include new toilets for the bathrooms and pumping the cesspool. She will obtain an estimate on the cost of a new septic system.
4. Jenn researched Freegal and found that it may not be cost-effective to purchase this subscription. She is continuing to research alternatives to Freegal and magazine subscriptions. The e-readers purchased by the Foundation for use by the public have a waiting list.
5. The fan in the attic needs to be covered and the air conditioners removed. Jenn will contact the Highway Department. There has been a request to remove the current curtains on the main floor and have new ones made for the non-fiction room that have insulation. More will be discussed at the LPC meeting.
6. Jenn provided some thoughts after nearly four months as library director. Relative to the long-range plan, the Boylston Library is doing well. The atmosphere is welcoming and friendly; the collection is forward-thinking and diverse; the programs and classes are popular, especially one-on-one computer instruction classes. The relationship among the staff, trustees, friends, and foundation is good with lots of enthusiasm and ideas. We need to focus on updating the long-range plan and become better with marketing our programs to library patrons and reaching out to non-users. Limited staffing impacts doing much beyond the library itself. Finally, some of the furniture (circulation desk) tends to be a barrier between the staff and patrons.
7. Jenn will scan the library's long-range plan and forward copies through email.

Old Business:

1. Lyle updated everyone on the process for refinishing the large reference room table. It would need to be moved out of the library but Lyle did not have a timeframe for the work being done.
2. Regarding recycling, the library only has the dumpster. Jenn will investigate the cost of having a recycle bin at the library as part of our regular trash pickup.
3. The library does not have voicemail to inform patrons of our regular hours or if we are closed due to a storm. Jenn will follow-up on this request.
4. Jenn distributed the updated library policies. It was decided to review them and approve them at our next regular meeting

New Business:

1. The Boylston Library Trustees have received the proceeds of an IRA of approximately $9,000 from an anonymous local resident who recently passed away. Paperwork needs to be completed; Jenn will follow-up with the attorney. There are no specific limitations on the use of the money.
2. Regarding the request for the Trustees to assist financially with the cost of cleaning out the attic, it was moved and approved to reimburse the Friends for the the cost of dumping the materials from our state aid account.
3. There was some discussion regarding staff professional development through attending workshops and/or conferences. The Trustees are supportive of providing these opportunities and will assist financially as the budget permits.

Adjournment:

The meeting was adjourned at 9:02 p.m.

Respectfully submitted,
Susan Therriault, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Special Meeting Minutes
October 20, 2011

Attendees:
Brad Barker, Lyle Foley, Ken Linell, Rich Reardon, Susan Therriault, and Library Director Jennifer Carrico

Call to Order:
The meeting was called to order by Chair Brad Barker at 6:40 p.m

The purpose of this special meeting was to review and update all current library policies. It was decided to separate policies that impact library patrons from those covered by the town.

The following policies were updated: Library Privileges, Hours, Circulation, Age Restrictions on Materials, Fines and Bills, Damaged Materials, Objections to Library Materials, Services to Schools and Special Groups, Postings, Community Use of Library Facilities, Withdrawal of Materials, Donations and Gifts, Unattended Children, Library-Produced Media, Laptops, and E-Reader Lending, and the accompanying forms where appropriate.

Jenn will update these policies and present them at the next Trustees meeting for final approval.

The E-Reader Lending Policy was approved.

Lyle presented an estimate from Furniture Smith for refinishing the large table, the small table in the reading room, and the circulation desk. Because there may be other options for the small table and the circulation desk, it was decided to focus on the large table, which is estimated at $2650. Lyle will follow-up on the following questions: Where will the work be done? When could the work be done? How long would the work take? What color would the finishing be? Given the nature of this work, it was thought that the Foundation could be approached for funding.

Adjournment:
The meeting was adjourned at 9:00 p.m

Respectfully submitted,
Susan Therriault, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
October 12, 2011

Attendees:
Brad Barker, David Bottom, Lyle Foley, Ken Linell, Rich Reardon, Susan Therriault, Library Director Jennifer Carrico, and Guests Sarah Scheinfein and Nancy Valeco

Call to Order:
The meeting was called to order by Chair Brad Barker at 7:01 p.m.

Minutes:
The minutes of the September 14th meeting was approved.

Treasurer's Report:
Treasurer Ken Linell reported an ending balance as of 9/30/2011 of $7,796.36, with $.64 interest and no deposits and no withdrawals. The treasurer's report was accepted.

Correspondence:
1. The Trustees received an invitation to the MLTA conference on Saturday, November 5th; the deadline for replying is October 22nd.
2. Jenn had been approached by a patron about an e-book donation. Per our agreement with CW/ Mars, the patron would either need to purchase the title(s) for the main Overdrive subscription available to the entire CW/Mars network or purchase two copies: one specifically for Boylston and one for the network collection.

Director's Report:
1. Regarding Evergeen, the current members have been pushed out to the end of December; consequently, it is highly likely that our migration will be pushed out to April or May or beyond. Jenn will continue to follow-up.
2. Jenn provided a listing of the adult and young adult programs that have been presented since the beginning of the year and those planned going forward along with attendance figures. She will add on the children's programs as well.
3. Regarding the various library accounts, Jenn is working with the Town Accountant to obtain an updated listing and balance.
4. The library recycles a large amount of paper, cardboard, and magazines on a regular basis, due in part to donations from patrons for the Friends' annual book sale. She has been visiting the recycle bin at Town Hall and the recycle center in West Boylston at least once a week. She will investigate moving the recycle bin from Town Hall to the back of the library as well as other options and present them at our next meeting.
5. Cleanup of the downstairs storage continues. The old copier and chair have found new homes and space has been freed up. The old stove unit needs to be disconnected and sold or removed.
6. Jenn requested that the Foundation sponsor a donation from Best Buy that would enable the library to purchase $500 in software for children and young adults. The Foundation approved this sponsorship.
7. On the repair and maintenance front, the treads on the front stairs need to be tacked down and th stone archway continues to crumble. In addition, neither of the toilets in the restrooms are working well. Jenn will contact a plumber to get an estimate on replacing these two toilets and whether or not the septic system or cesspool needs to be pumped.

Old Business:
1. Jenn presented a demonstration of Freegal, a subscription service for libraries that enables patrons to download music from the Sony music catalog. She has spoken with Sarah Scheinfein, President of

the Foundation, and thought that there was interest in the Foundation funding this service. If we go forward with this service, it will generate traffic on our website and it will need to be well publicized.

2. Jenn presented a package of library policies that need to be reviewed for potential changes and/or updates. It was decided to schedule a separate meeting on Thursday, October 20th, at 6:30 p.m to review these policies.
3. Jenn also presented a new e-reader policy that needs to be reviewed before either of our two e-readers can be loaned out to patrons. There was discussion about the policy as presented; Jenn will make the changes and present the final version for approval at our special meeting on October 20th.

New Business:

1. At our last meeting, we agreed to remove the moldy carpet from the Children's Room. A work party will meet on Saturday, October 15th, at 2:00 p.m. to remove and dispose of the carpet. Jenn will arrange from a dumpster or equivalent for the day.
2. Jenn presented a new e-reader policy that needs to be reviewed before either of our two e-readers can be loaned out to patrons. There was discussion about the policy as presented; Jenn will make the changes and present the final version for approval at our special meeting on October 20th.
3. Regarding an informal tour of the library for new Selectman Jim Wood, two potential dates/times were suggested – Thursday, October 20th at 6:00 p.m. or Wednesday, November 9th, at 6:30 p.m. Sue will contact Jim.

Adjournment:

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,
Susan Therriault, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
September 14, 2011

Attendees:
Brad Barker, David Bottom, Lyle Foley, Ken Linell, Rich ReardonSusan Therriault, Library Director Jennifer Carrico, and Guest Nancy Valeco

Call to Order:
The meeting was called to order by Chair Brad Barker at 7:00 p.m.

Minutes:
The minutes of the August 10th meeting was approved.

Treasurer's Report:
Treasurer Ken Linell reported an ending balance as of 8/31/2011 of $7,795.72, with $.66 interest and no deposits and no withdrawals. The treasurer's report was accepted.

Correspondence:
There was no correspondence.

Director's Report:

1. The Binder has been sent to the printer. It has had a facelift with new graphics on blue paper
2. In anticipation of migrating to Evergreen and thanks to the Boylston Library Foundation, two new computers have been purchased, one for the Assistant Director and one for the Children's Librarian. The two older ones will be used for public access to the library catalogs.
3. The financial portion of the ARIS report is due October 14th; Jenn is targeting early October for completion.
4. Manter Mark, who seeks a funding source and prints our bookmarks, will also be providing protective card sleeves for the new library cards needed for Evergeen.
5. Jenn presented two potential programs aimed at small business ventures. The first is put on by SCORE (Service Corps of Retired Executives) and will focus on start-up business basics. A donation of $25 per person for a two-session course is usually requested to ensure that attendees are committed to attending; the donation is given to the library. It was suggested that either the Foundation or the Friends sponsor this program to ensure that there are no questions about the donation. Jenn will follow-up with the Town Administrator and/or Town Counsel on this question. The second is presented by the Women's Business Center and is a one night overview of starting a business. This is a free program. Brad also suggested a business program focused on a discussion of a recent business book, similar to the adult reading club; he would be willing to facilitate this program.
6. Jenn reported that she had found someone in the neighborhood of the library to shovel snow from the ramp and stairs during the winter.
7. Weeding in the children's room and in the non-fiction collection is continuing.
8. Jenn is interested in pursuing Freegal, a subscription service for libraries that enables patrons to download music from the Sony music catalog. There are two options. The first costs $2800/year and includes unlimited access for one year for each person in Boylston with a limit of three songs per week. The second option sets each purchase at $1.29 per download. In either case, there is a one-time $150 fee for setup. There was discussion about each option, its potential use vs. cost, and timing. There will be more discussion at our next meeting.
9. Jenn had continued correspondence with General Yellow Pages and is pursuing the questionable invoice with the Town Administrator, who is also receiving the same notices.

Old Business:

1. The open house welcoming Jenn as library director will be held on Sat, Sep 17th from 12 – 2 p.m. Arrangements for the event were finalized.
2. The Library Planning Committee is continuing to meet regularly with focus on a larger phase 1 that would include a rebuild of the ramp and deck, changes to the entranceway, and renovating the Reading Room. Lyle reported that she had spoken with Bill Gustafson, a local craftsman, about replacing the tops of the two tables in the Reference and Reading Rooms.
3. The scheduling of a meeting to discuss library policies was postponed until the October meeting.
4. Jenn presented the tentative schedule for the migration to Evergreen but cautioned that it may be extended because of issues that have surfaced.

New Business:

1. To migrate to Evergreen, at least 80% of our collection must be on the CW/Mars catalog. Volunteers are needed to complete this process and to assist in the administrative tasks associated with weeding. Jenn will speak with the Town Administrator about the possibility the town program for a tax rebate and with local organizations and/or the school about this project qualifying for community service.
2. The list of critical maintenance items was reviewed. Estimates will need to be gathered in preparation for submitting an article to the May 2012 town warrant.
3. Brad suggested that Jenn prepare an assessment of our strategic plan for our November meeting.
4. It was suggested that Brad invite new Selectman Jim Wood for an informal tour of the library.

Adjournment:

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,
Susan Therriault, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
June 8, 2011

Attendees:
Brad Barker, David Bottom, Ken Linell, Richard Reardon, Susan Therriault, Acting Library Director Paula Peterson, and Guest Lyle Foley

Call to Order:
The meeting was called to order by Chair Brad Barker at 7:09 p.m.

Minutes:
The minutes of the May 11th and May 31st meetings were approved.

Correspondence:
We received a thank you note from John Peterson for our appreciation gift to him.

Treasurer's report:
Treasurer Ken Linell reported that there is $7893.56 in the Trustees' account. The treasurer's report was accepted.

Budget Status:
Paula reported that we may need to dip into the state aid account to finish off this year's bills.

Director's report:
1. Paula reported that the Memorial Day book sale by the Friends of the Library was successful, although less than last year because of inclement weather and fewer attendees.
2. Paula received an application for our intent to join as a full member when Evergreen is available through CW/Mars. The costs were outlined on the application; we will remain associate members on Millennium from July 1 – Dec 31, join Evergreen in Jan 2012. The timeline for installation and training are still being worked out. The Foundation had agreed to pay for the one-time start-up costs; we need to follow-up with the Foundation.
3. Paula plans to attend the ARIS workshop for state aid on June 23rd. One report is due in August and the other in October.
4. Computer classes are going well but are on hiatus for the summer due to vacations.
5. Assistant Director Lynn Clermont is spearheading a teen summer reading program akin to the children's summer reading program and has arranged for the Other Place Pub to provide pizzas for the end-of-program party.
6. Paula and John Peterson assisted the Friends of the Library members with the cleanup of the attic over the past weekend.

Old Business:
1. Chair Brad Barker informed the Trustees that Jenn Snelling-Carrico had accepted our offer as our new Library Director and will be starting on July 11th. Paula will be available to train her. We will wait until after her arrival to plan an open house.
2. Paula has contacted the other candidates that our library director position has been filled.
3. Regarding the purchase of a wireless printer, Lynn is nearly ready to put in the order.
4. Children's Librarian Judy Freibert has put in some extra hours to weed the Children's Room and de-access those books from the computer catalog. Her deadline is the end of June.
5. The Boylston Public Library Sign was repaired by Paula's husband and brother and hung before Memoral Day.

New Business:

1. It was moved and approved to elect the same officers as the current year: Brad Barker for Chair, Rich Reardon for Vice-Chair, Ken Linell for Treasurer, and Susan Therriault for Secretary.
2. Brad will contact the Board of Selectmen about our presenting Lyle Foley as our recommendation for the open Library Trustee position.
3. Paula presented a list of purchases to be paid from state aid: a new computer for the library director and dehumidifier or air conditioner for the library director's office. As of 5/27/2011, there is $28,633.89 in the state aid account. She also recommended that the current technology expenses for Dave Wheeler's time be expended from state aid. It was moved and approved to expend these monies from state aid.
4. Paula also recommended that the following repairs be made: repair of the emergency lights, which do not work and will require an electrician (This item was noted on the insurance adjuster's annual report to the town.), repair of the Children's Room air conditioner, which blows a circuit breaker each time it is turned on, repair of the louvers on the fans in the attic, which are not functioning correctly, and repair of the outlet in the library director's office. It was moved and approved to have these repairs done and to pay for them from Article 33. Paula will contact the town's electrician and obtain a quote before the work is done. There is also a problem with the toilet in the men's bathroom; Brad will look at it. Finally, a new vacuum cleaner is needed. It was moved and approved to purchase a new vacuum cleaner from state aid.

Adjournment:
The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Susan Therriault, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Special Meeting Minutes
May 31, 2011

Attendees:
Brad Barker, David Bottom, Ken Linell, Richard Reardon, Susan Therriault, Acting Library Director Paula Peterson, Guest Lyle Foley

Call to Order:
This special meeting was called to order by Chair Brad Barker at 6:35 p.m.

Chair Brad Barker introduced Lyle Foley, who has expressed interest in the open library trustee position.

The purpose of the meeting was to act on the recommendation from the Library Director Search Committee.

It was moved and seconded to have the Chair of the Board of Library Trustees make an offer to candidate Jennifer Carrico for the position of Library Director. After some discussion, the motion passed unanimously.

It was moved and seconded to set the director's salary at $42,042, in accordance with the town's salary structure. The motion was passed unanimously.

Brad will contact Nancy Colbert-Puff regarding the offer process and town-approved format for the offer letter.

Time was then spent outlining our current plans for the renovation of the library and our short- and long-term plans for programs and services at the library.

Brad will contact the Board of Selectmen about our recommending Ms. Foley for library trustee.

Adjournment:
The meeting was adjourned at 7:18 p.m.

Respectfully submitted,

Susan Therriault, Secretary.

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
May 11, 2011

Attendees:
Brad Barker, David Bottom, Ken Linell, Richard Reardon, Susan Therriault and Acting Library Director Paula Peterson

Call to Order:
The meeting was called to order by Chair Brad Barker at 7:10 p.m.

Minutes:
The minutes of the April 12th meeting were approved as presented.

Correspondence:
1. Paula reported that Bill Manter, our handyman, could not install the air conditioner this year because of a chronic wrist injury. He had contacted Town Administrator Nancy Colbert-Puff about having someone from the Highway Department handle this installation. Bill also shovels snow in the winter and opens up and tests and attic fans. Paula suggested that, once installed, the air conditioner be kept in the window permanently. She will follow-up with Nancy and Don Parker. As for the other duties, it was decided to place an ad in the Banner in the fall.
2. The air conditioner in the Children's Room is broken and there is no air conditioner in the Library Director's office. Brad suggested that he include these two items on a running list of items that could be requested on a warrant article for next year.
3. Paula also reported that she had received the bill from the WTAG for the library director ad ($594.68). It was moved and approved to use state aid monies for this expense.

Treasurer's report:
1. Treasurer Ken Linell reported that there is $8043.08 in the Trustees' account. The treasurer's report was accepted.
2. Ken reported that he had received a bill for $100 from CNA Surety for the bonding of the Treasurer. It was moved and approved to pay this bill from the Trustees' account.

Budget Status:
1. Paula reported that she had reconciled the current year's expenses with the Town Accountant and that library staff still needs to spend 19% of the budget for books and materials by June 30th to qualify for state aid.
2. Paula also reported that the FY2012 budget had been approved at town meeting on May 2. .
3. Regarding the Article 33 monies, there is a current balance of $13,005.01 remaining. She recommended that the cost for the electrician to fix the ballast and other electrical problems ($202.73) be paid from the Article 33 account. It was moved and approved to do so.

Director's report:
1. Paula reported that we are fully staffed for the summer. Cheryl Newcomb has resigned as of the end of April. Michelle Lupien and Julia Walsh have absorbed her hours. Priscilla O'Connor will be working Thursday evenings and every other Saturday until the fall.
2. Treatment for the Asian longhorn beetle has occurred on the library's property.
3. The library sign fell and is being repaired by Paula's husband and her brother.
4. Paula's office has been cleaned and the ceiling, floor, and walls have been vacuumed. Many hours were spent by both Paula and her husband to remove excess equipment and unneeded files, books, and materials. It was moved and approved to pay John Peterson the sum $150 from Trustees funds in appreciation for all of his efforts. There was some discussion about the disposal of excess electronic equipment and old books.
5. Paula reported that the staff is on track to meet the 19% materials purchase requirement for state aid.

6. Paula also reported that staff member Michelle Lupien will be facilitating a newly-formed YA book discussion group.
7. Assistant Librarian Lynn Clermont has been weeding the old books in the attic and contacted Brattle Book Store with ones she thought may be valuable. They were not. More weeding will continue.
8. On Thursday, Paula will be conducting the annual library history program for the third grade.
9. On May 25th, Lynn will be hosting a geocaching program at the library.

Old Business:

1. The Library Search Committee had interviewed one candidate on Monday, May 9th, and is planning a second, face-to-face interview on May 25th. Paula will contact Jenn Snelling-Carrico about the specific time that she will be available. There was some discussion about breaking the interview up into small, targeted sessions with one or two interviewers for a total of about five hours.
2. There was continued discussion about the elimination of fines. Arguments on both sides of the issue were presented and it was moved and approved to alter the library's policy regarding the elimination of fines for books and materials. Follow-up will continue to ensure that materials not returned are billed and delinquent borrowers' privileges are suspended until the materials are returned. This policy will be revisited next year. As a point of information, fine money does not remain with the library, but rather must be given to the town.
3. Through Paula, Lynn is proposing that the library sponsor a program by Edmond Earl, who wrote a book on the Wachusett Reservoir, on research methods targeted at young adults and adults. Lynn will provide more specifics before the next meeting.
4. With regard to the library requesting a wireless printer from the Foundation, Lynn working with Dave Wheeler and is researching some possible models for a proposal to be submitted to the Foundation in June.
5. Cleanup of the outside of the library prior to Memorial Day is tentatively being planned for Saturday, May 21st. Brad will contact YOU, Inc.
6. Regarding Trustee involvement in Memorial Day plans, it was decided to not do anything specific but rather to help out the Friends.
7. Brad reported on his meeting with Children's Librarian Judy Freibert, who had requested a salary increase above the approved 2%. It was moved and approved to pay Judy for an additional 12 hours between now and Memorial Day to complete the weeding of the Children's Room and the de-accession of those books from the computer catalog.

New Business:

1. At the May 9th annual election, current Trustees David Bottom and Rich Reardon were elected but have to be sworn in. Both will contact Town Clerk Sandra Bourrassa.
2. Paula reported on the continued cleanup in the attic where old computer equipment, monitors, and printers are stored. Rich will find out when the next Electronic Waste Removal Day will be held.

Adjournment:

The meeting was adjourned at 9:07 p.m.

Respectfully submitted,

Susan Therriault, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
April 13, 2011

Attendees:
Brad Barker, David Bottom, Ken Linell, Richard Reardon, Susan Therriault and Acting Library Director Paula Peterson

Call to Order:
The meeting was called to order by Chair Brad Barker at 7:02 p.m.

Minutes:
The minutes of the two meetings (special and regular) of March 9 were approved as presented.

Correspondence:
Brad reported on an email that he had sent to the Boylston Foundation requesting resolution to the questions about capital campaign funds being used on the library renovation projects.

Treasurer's report:
Treasurer Ken Linell reported that there is $7,962.40 in the Trustees' account and that he had just received an overpayment check from Peterson Oil due to the transition between Wagner Oil and Peterson.

Budget Status:
1. Paula reported that she had been notified that our second state aid payment of $1,775.69 had been sent to the town.
2. Regarding the FY2012 budget, we have heard nothing about whether or not it has been accepted as presented to the Finance Committee.
3. The expenses and remaining balances for the FY2011 expense line items were reviewed and all is in order. Paula indicated that there will probably be an overage in the salary line because of cross-training among staff members who left and new staff members.

Director's report:
1. Paula reported that we have received seven applications for the library director position. The ad in the WTAG was nearly $600 and most of the applications have been received from the free posting on the MBLC website.
2. Cheryl Newcomb will be leaving her position at the end of April.
3. New employee Julia Walsh was hired to work until September and she and Michelle Lupien will be splitting Cheryl's hours.
4. Priscilla O'Connor has agreed to work Thursday night's and every other Saturday until September.
5. Paula has been cleaning out the library director's office and requested permission to dispose of old files. Brad suggested contacting Town Administrator Nancy Colbert-Puff about the length of time to keep specific data.
6. Paula reported on a problem with the ballast of one of the fluorescent lights, which will be taken care of this week.
7. Computer classes have been very successful and were filled within the first week. Instructors are Allison Barrows-Ronn and Assistant Director Lynn Clermont's husband. All of the students are senior citizens.
8. Lynn is planning a summer reading program for young adults with a pizza party funded by the Friends as the finale. Registration and participation are online.
9. Paula has been having problems with the library director's computer because of the old operating system and software. There was some discussion about purchasing a new computer for the new library director before July 1st.

10. Paula also suggested that a new wireless printer be purchased to replace the current one, which can then be used by the library director. It was suggested that the Foundation be asked to fund this request because of its use by the public. Paula will put together the request.
11. Copies of a Memorandum to Municipal Clients regarding Notable New Regulations from the State Ethics Commission were distributed to the Trustees.

Old Business:

1. Brad reported that the Library Planning Committee is on the back burner due to the search for a new library director. Both he and Trustee Rich Reardon have been in contact with the landscapers to reconfirm the cost for a new landscaped ramp.
2. There was some discussion about an email received from patron Cathy Trahan regarding our plans to renovate the front of the library as an initial project rather than tackling some of the interior functional problems. Both Brad and Sue had responded to her through email regarding the rationale behind our choice.
3. There was some discussion about Trustee involvement in Memorial Day plans; there will be more discussion at the May meeting.
4. Brad updated the Trustees on a planned gift from Benny Czynczyk; his cd will roll over and the Boylston Foundation is the beneficiary. Lisa Davin from the Clinton Savings Bank will be having a conversation with Mr. Czynczyk.
5. The letter from Children's Librarian Judy Freibert will be handled by Trustee Chair Brad Barker.

New Business:

1. An article entitled "Is the lifting of library fines long overdue?" was distributed and discussed. There was some discussion about our eliminating fines on overdue materials and it was decided that the month of May would be advertised as an amnesty month as a means of testing the idea.
2. Paula reviewed an author series that Assistant Director Lynn Clermont has been planning. July will be Janet Goodfriend, who will discuss her book For the Love of Art, and will have her book for sale. August and September are in the planning stages.

Adjournment:

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Susan Therriault, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
March 9, 2011

Attendees:
Brad Barker, David Bottom, Ken Linell, Richard Reardon, Susan Therriault and Library Director Nick Langhart

Call to Order:
The meeting was called to order by Chair Brad Barker at 7:03 p.m.

Minutes:
The minutes of the meeting of February 9 were approved as presented.

Correspondence:
Nick received a letter from Pierce Kendall Bullen, whose family had donated the library's grandfather clock, and is preparing a response to him.

Treasurer's report:
There was no Treasurer's Report because the latest bank statement had not been received.

Director's report:
1. All Binder articles were due; on track for publication at the end of March.
2. Assistant Director Lynn Clermont had attended an E-reader Roundtable at CMRLS in Worcester; her report was attached and will be discussed at the next Trustees meeting.
3. Introductory computer lessons, taught by Allison Barrows Ronn, will be offered at the library in April, May, and June.
4. Page Ashley Brigham has resigned as of February 26th; she has taken a full-time position. Her hours have been assigned to Cheryl Newcomb.
5. The bill from Bernard Roofing was received. The skylight area leak and flashing have been repaired. Bernard does not recommend adding ice cleats to the slate roof because of the age of the roof and the increased probability of creating ice dams.
6. The One Book One Boylston discussion of the book To Kill a Mockingbird was well attended. The adult book club's next selection is The Guernsey Literary and Potato Peel Pie Society.
7. The Children's Room printer has been replaced with a new printer/scanner; the cost was $215.
8. Movie night during school vacation (Feb 22) was a huge success with 75 people attending.
9. The Wagners have donated a new flag that will be put up in the spring.

Old Business:
1. Brad reported on the meeting that was held with Building Inspector Glenn Hand on Monday, March 7th. Glenn did not anticipate any problems with the design. Nick reported that Glenn had resigned and that the building inspector position is now open.
2. In advance of scheduling the next LPC meeting, Brad said that he would notify our two adjacent neightbors of our plans and Ken and David agreed to review the plans with Bruce Symonds of the Historic District Commission before setting up a formal meeting.
3. Brad updated the Trustees on a planned gift from Benny Czynczyk and will follow-up with Sarah Scheinfein regarding a meeting with Benny and someone from Elder Affairs.

New Business:
1. There was discussion around the interim period between Nick's last day and the hiring of a new library director. Nick had spoken with former Assistant Director Paula Peterson about her taking on some of the financial and administrative duties on a part-time basis. David moved and Ken seconded

that Paula Peterson be re-hired to perform these tasks. Her start date will be Tuesday, March 15, and she and Nick will work out the weekly number of hours.

2. Nick presented a list of the basic administrative tasks that he performs. We noted those that would be performed by Paula and those that would not.
3. Nick presented a letter from Children's Librarian Judith Freibert to the Trustees requesting a salary increase. Given that the Trustees had not had time to review the request in detail, discussion of this letter was deferred to the April meeting.

Adjournment:
The meeting was adjourned at 8:03 p.m.

Respectfully submitted,

Susan Therriault, Secretary

Boylston Public Library
Board of Library Trustees
Special Meeting
March 9, 2011

Attendees:
Brad Barker, David Bottom, Ken Linell, Richard Reardon, Susan Therriault and Nick Langhart, Director

Call to Order:
The meeting was called to order by Chair Brad Barker at 6:06 p.m.

The purpose of this special meeting is to begin the search process for a new library director. Chair Brad Barker accepted Library Director Nick Langhart's resignation effective 3/31/2011 and offered congratulations on his acceptance of the library director's position at the Forbush Memorial Library in Westminster, MA.

Trustee Ken Linell moved that the Board of Trustees appoint a search committee to recommend candidates to the Board of Library Trustees for the library director position. Trustee Rich Reardon seconded the motion and it was unanimously approved by the Trustees. The Board of Trustees will have the final hiring authority. It was further voted that Trustee Sue Therriault will head the search committee.

There was discussion about the makeup of the committee. It was agreed that Town Administrator Nancy Colbert-Puff will be asked to join committee as an ex-officio voting member because the library director is a department head. An invitation will also be sent to the Board of Selectmen. Sarah Scheinfein, President of the Boylston Library Foundation, and Wendy Lonstein, President of the Friends of the Library will be asked to appoint a member of their organizations to join the committee and Paula Peterson, former Assistant Director, will be asked to vice-chair the committee. With the committee consisting of nine members (these four members and the five current Trustees), a quorum will be five members.

The remainder of the meeting was devoted to reviewing the steps required to hire a library director. Copies of an updated position were distributed for review at a future meeting.

The next meeting of the Search Committee will be held on Tuesday, March 22, at 6:30 p.m. at the library. Sue will contact Nancy Colbert-Puff, the Board of Selectmen, Sarah Scheinfein, Wendy Lonstein, and Paula Peterson.

Adjournment:
The meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Susan Therriault, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees, Board of Library Foundation, Officers of the Friends
Meeting Minutes
of
Wednesday, February 9, 2011

Attendees:
Brad Barker, David Bottom, Ken Linell, Richard Reardon, Susan Therriault and Nick Langhart, director

Call to Order:
The meeting was called to order by Brad Barker, Chair, at 7:08 p.m.

Minutes:
The minutes of the meeting of January 12 were approved as presented.

Correspondence:
From Town Administrator: The warrant schedule for the Annual Town Meeting of May 2 and election of May 9 was read.

Treasurer's report:
As of January 31, the balance in the Trustees account is $7,961.11. The treasurer's report was approved.

Foundation report:
Copies of the Foundation's 2011 Annual Appeal letter, just mailed, were distributed. In Sarah's absence, Nick read her report. The next Foundation board meeting is scheduled for Wednesday, March 23 at 7:00 p.m. at the library. There was discussion regarding greater involvement of the Foundation in the LPC's deliberations and the next steps in securing Benny Czynczyk's planned gift.
The Foundation is willing to fund another edition of the Binder to be in the mail at the end of March. Topics will include the berm/ramp landscaping plan with graphics, the new book club, Memorial Day activities and book sale, Foundation news, changes in on-line access and the web page, the availability of 2 new laptops, playaways, wii games and the planned e-readers. Also included will be a report on Children's Room activities and Summer Reading Program and the Friends donation coupon.

Friends report:
In Wendy's absence, there was no Friend's report presented.

Budget status:
Brad, Sue, Ken and Nick met with the Finance Committee on February 8 and discussed the FY2012 budget submission. It appears that a level funded operating budget will be submitted for approval at Town Meeting (which includes adequate funds for automation and will avoid the need for a waiver request from the MBLC) with an additional 2% increase in wages/salaries.
As of now, 38% of the FY2011budget remains unexpended with 20 weeks left in the year.

Director's report:
The kick-off meeting of the book club in conjunction with the Boylston Cultural Council's 'One Book, One Boylston' reading program was held February 3 with Dave Bottom, Carrie Crane, Lynn Clermont and 6 others. The first selection will be To Kill a Mockingbird. Dave has arranged for Joni Koogler to do a Banner article on activities related to the library and cultural council's reading program events during March.
Lynn attended a C/W MARS seminar on Overdrive January 26. Nick set up an employee notice board in the supply room. Peterson Oil Service cleaned the furnace on January 26.

Old Business:
The LPC plans for the next steps in the berm/ramp design were discussed. We should get cost estimates soon.
Brad reported that he has been in touch with Marvin Silver, Benny Czynczyk's estate attorney, who still has not been able to verify Benny's intent regarding his planned gift. Brad is suggesting the library be a beneficiary of the CD to insure Mr. Czynczyk has sufficient funds should he need them. As stated in Sarah's Foundation report, a meeting should be scheduled with Mr. Czynczyk, attorney Silver, Brad, Sarah and the Elder Services' office to clarify the form of the instrument of transfer.

New Business:
Possible articles for the 2011 Town Meeting warrant, which is now open, were discussed but none were proposed for submission.

Adjournment:
There being no further business, the meeting was adjourned at 7:48 p.m.

Respectfully submitted,

Susan Therriault, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Wednesday, January 12, 2011

Attendees:
Brad Barker, David Bottom, Ken Linell, Richard Reardon, Susan Therriault and Nick Langhart, director

Call to Order:
The meeting was called to order by Brad Barker, Chair, at 7:06 pm.

Minutes:
The minutes of the meeting of December 8 were approved as presented.

Correspondence:
A thank-you note was received from Kathy Bell, librarian at Tower Hill Botanic Garden, in response to our donation of a book, Dominique Browning's The New Garden Paradise which was left in our drop-box. It had apparently been a gift to the Wagner family and they passed it on to us.

Treasurer's report:
As of December 1, the balance in the Trustees account is $7,960.43. The treasurer's report was approved.

Foundation report:
Sarah Scheinfein reported that the Foundation Development Committee met this evening in regard to the library's 'Wish List' for the 2011 Annual Appeal. They are also preparing the wording for their notice to restricted fund donors. They are prepared to fund the 2 HP laptop computers which have beed delivered.
With Brad, Sarah visited a potential donor regarding the gift of a CD held at Clinton Savings Bank due to mature on May 6, 2011 on which the library is named as beneficery . As the donor is elderly, Brad is confirming his wishes with his estate attorney. The Office of Elder Affairs has also been contacted. We want to be sure if his desire is for an outright gift, a transfer at maturity, or as a bequest.

Budget status:
As the December expense totals represent half the fiscal year, expenses now stand at 50.4% remaining and salaries/wages at 47.2% remaining. Wages have been slightly over in the first 6 months because of the pay-out of Paula's unexpended vacation time and the training time for Lynn.
Nick distributed the FY'12 budget form and notes as given to Nancy on January 4th. The Trustees will meet with the Finance Committee on Tuesday, February 8th at 7:00 pm at the MOB. Discussion focused around what questions the committee might ask.

Director's report:
The annual report is due to the Town on January 24th.
From the 1/7/11 minutes of the Friends of the Library: "Book Club: The first book chosen is To Kill a Mockingbird by Harper Lee. The first meeting will be February 3rd....The first book club meeting will take place at the library at 6:30 March 3rd. Janice

Poretsky will lead the first meeting…Community Read: Carrie Crane shared her proposed agenda for the Community Reading Day sponsored by the Cultural Council. We have collaborated with Carrie by choosing Mockingbird for the book club, which will coincide with several events highlighting the book. The goal of the Boylston Cultural Council is to make this a yearly event…"

The 2 HP laptops arrived December 21 and have been made operational by David Wheeler. They are ready for in-library patron use.

Nick reported that Lynn has finished training under Paula, attended a regional seminar yesterday, and added open source software to the new laptops.

The very old and unused vertical file has been sorted and material discarded or distributed to other repositories by Paula and Lynn.

We have opened a $300 checking account with a debit card at Soverign Bank, Shrewsbury, for use for occasional purchases from local vendors and to acquire material on-line. Nick and Lynn are signitories.

Barnard Co., of Worcester, who has maintained our slate roof for decades, has repaired flashing around the front gable and patched the persistant leak below the skylight on the south side for less than the $3,000 authorized by the Trustees from the Repair Account at last October's meeting. We will check how well these repairs do before authorizing further work.

Peterson Oil Service has been contracted by the Town for fuel delivery. We're now switched over from Wagner Bros., Inc.

Nick has assembled a third DVD display spinner from old and new parts found around the library at no cost. There is now room for collection growth.

The basement vault has been completely emptied by the DPW crew. During sweep-out, the door lock combination, lost for many years, was found and tested.

Old Business:

The library's 'wish list' for items to be funded by the Foundation from the 2011 Annual Appeal has been submitted to the Development Committee. It includes the one-time set-up charges and hardware needed for the anticipated C/W Mars upgrade, purchase of three different e-book readers for patron trial and use, a table and chair and a Dymo label printer for a total of $5,874.

The date of Wednesday, January 19, 2011 was set for the next meeting of the Library Planning Committee. We will meet at 6:30 pm at the library.

New Business:

The new draft laptop policy was distributed, read and discussed. It was determined that the loan period be extended to one hour, that there shall be no downloading of applications without permission of the librarian and that a prohibition of viewing and or printing of inappropriate material should be added.

Adjournment:

There being no further business, the meeting was adjourned at 8:30 pm.

Respectfully submitted,

Susan Therriault, Secretary

2010

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
for
Wednesday, December 8, 2010

Attendees:
Brad Barker, David Bottom, Ken Linell, Richard Reardon, Susan Therriault and Nick Langhart, director

Guest:
Sarah Scheinfein

Call to Order:
The meeting was called to order by Brad Barker, Chair, at 7:08 pm.

Minutes:
The minutes of the meeting of November 10 were approved as presented.

Correspondence:
Today the MBLC's award letter for the first installment of the year 2011 state aid was received for $1,638. We expect the second award in the spring to double that amount, giving a total in the account of $29,091.
The MBLC also has been notified that their FY2012 budget has been capped at slightly less than they had to spend this year, the third consecutive year of reductions.
Benny Czynczyk, of 27 Cook Street, Boylston, has called the library about a possible donation for construction. It was decided that Nick should respond to him in writing suggesting that Brad and Sarah would visit him on Friday, December 17th to discuss the library's renovation plans.

Treasurer's report:
Ken reported that as of November 11 there is a balance in the Trustees' account of $7,959.75.
The treasurer's report was approved.

Budget status:
Nick read part of Nancy's November 30 FY'12 budget guidelines memo requesting a level-funded budget and one that is reduced by 2% across the board to be returned to her by January 3. It was determined to discuss the budget drafts under New Business.

Director's report:
Lynn Clermont's training as the new assistant director is going well. Paula is training her on Tuesday and Thursday mornings. The Banner article was noted.
Recently, Rich Reardon donated a used computer to the library. Dave Wheeler has reprogrammed it for use at the adult services desk as an upgrade.
With Dave's help, Nick has placed the order for the two Hewlett Packard Notebooks, to cost $1,595.40, funded by the Foundation as part of the 2010 Annual Appeal gift. They will arrive when HP accepts our tax-exempt certificate. Since payment must come from the Town, Foundation funds will be deposited into the 'Gift Account' and HP's invoice paid by the Town accountant from that fund. We should adopt a use policy for the Notebooks. Nick will distribute Shrewsbury's policy and it will be a New Business item for January's meeting.
The Foundation has been reimbursed the $30,000 given for Phase 1 renovations.
At their December meeting, at Nick's request, the Friends agreed to advance the library $200 to be used for occasional purchases from vendors with whom we do not have an account, such as Amazon, to be used on a revolving basis. But we will soon have sufficient start-up money after Paula's last reimbursement for purchases is paid by the Town from the library's account that we will not need to accept the Friend's offer. These vendors, however, usually need to be paid by

credit card, so we should open a small account including a credit/debit card in the library's name. Dave Bottom will contact Eric Brose at Sovereign Bank to see if they can open an account for us. The library will be closed on Friday, December 24, Saturday, December 25, Friday, December 31 and Saturday, January 1, 2011.

Old Business:
Sarah addressed the Board on her discussions with the Foundation board regarding the status and use of funds restricted for renovation/construction. The Foundation will prepare a statement to be released in the Banner, the Binder, on the website and In The Loop as well as in the Annual Appeal mailing assuring donors that funds are safe, invested and remain restricted, and if they have questions about the funds or the library's renovation plans, to contact the Foundation at P.O. Box 102 and they will receive a personal response indicating that the Foundation, Board of Trustees and the Library Planning Committee are working together to pursue the master plan and that no Foundation-held funds will be spent without a Foundation Board vote.
Brad has been in touch with his landscaper, Paul Massad, about a price, including some donated labor regarding the berm-ramp plan. Rich will talk to Ken LeDuc on the proposal he is preparing for that project. The LPC will resume meeting in the spring.

New Business:
The preliminary FY2012 budget draft and notes were distributed. Discussion focused on the best way to present the C/W MARS upgrade proposal. Nick was asked to verify the actual C/W MARS assessment for FY'12 and to re-write the budget with no increases in any line except technology showing the anticipated increase of 3%.
At the Board's request, Nick will ask Nancy if the budget guidelines asking for a budget reduced by 2% means cutting $3,059 from the overall budget or only from the operating expense lines.
A list of materials and furnishings to be requested from the Foundation Annual Appeal scheduled for February was distributed and discussed. It was decided to add the list the purchase of a Kindle, a Nook and a Sony Touch Edition for patron comparison and use. Then it will be forwarded to Sarah.
The library has been asked to participate in a community reading day scheduled for the spring. It was suggested that perhaps the event could coincide with National Library Week which occurs in April.

Adjournment:
There being no further business, the meeting was adjourned at 9:05 pm.

Respectfully submitted,

Susan Therriault, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees, BPL Foundation Board, Friends of the Library
Meeting Minutes
for
Wednesday, November 10, 2010

Attendees:
Brad Barker, David Bottom, Ken Linell, Richard Reardon, Susan Therriault and Nick Langhart, director

Guests:
Sarah Scheinfein, Foundation president; Wendy Lonstein, Friends president, and Susan Snay, Friends treasurer

Call to Order:
The meeting was called to order by Brad Barker, Chair, at 7:03 pm.

Minutes:
The minutes of the meeting of October 13 were approved. In addition, minutes for five special Trustees meetings (9/28, 9/29, 9/30, 10/7 and 10/14 to select an assistant director) were also approved as presented.

Correspondence:
Sarah asked Nick to recommend a book for the collection that the Foundation could purchase in honor of Persis Hamilton who is leaving the Foundation and moving to West Boylston. Judson Hale's new work, Inside New England was suggested. Sarah will inform her board of the choice.

Treasurer's report:
Ken reported that as of September 16, the Trustees account balance at Commerce Bank & Trust was $8,570.77. Nick turned over a $20 check for deposit. It was moved and seconded to accept the Treasurer's report. Approved unanimously.

Foundation report:
Sarah reported on the Foundation's Annual Meeting held on October 27. 15 directors were elected. Officers are: Sarah Scheinfein, president; Emily Starr, vice president; Pat Brissette, treasurer; and Alice Eriksen, assistant treasurer. 53 corporators (including directors) were also elected. The four meeting dates of 2011 were also set. This year's Annual Appeal will begin on Valentine's Day with a goal of $10,000. The Foundation will need the list of library desires to be funded by the 2011 appeal by early January. The Foundation intends to continue funding the publication of the Binder and asked when the next issue was planned for. The consensus was for a mid-March date, with articles on Phase 1 renovations, the new assistant director, Foundation news, and Friends news with the donation coupon.
The status of past capital donations to the Foundation's restricted fund was raised. Sarah had hoped the matter would be resolved this year but it has not been. Susan will research the original donation statement to find the exact wording governing the use of restricted donations.

Friends report:
Wendy was pleased that over 75 children came to the Fall Harvest event. The Holiday Party will be Saturday, December 11, from 11 to 1 pm at the library. It will be announced by a flyer for every student's backpack that will also mention that the library now circulates Wii games. At the event, a wish list for Wii games will be posted to collect the names of games desired. The February vacation event will probably be a movie night at the library. Plans for the Good Friday egg hunt will include greater control and limitation of the older kids taking too many eggs from the younger ones.
There has been no response from WBAC on the Friends grant application for a portable sound system yet; if not funded, the Friends will use the recent Foundation gift for the purchase.

A welcome gift is being prepared for Lynn Clermont.
The Friends are seeking suggestions for YA programs. The book discussion group initiative is stalled for want of a facilitator.
Sue Snay reviewed the current financial accounts of the Friends.
(The guests left at 8:20 pm.)

Budget status:
The MBLC Financial Statement and Compliance Report for FY2011 has been signed and mailed. There is no need for an application for a waiver of the Municipal Appropriation Requirement this year.
A preliminary draft of the FY2012 operating budget was distributed and discussed. No action was taken since the town has not yet issued guidelines.

Director's report:
The obituary for long-time volunteer Marge Collins is included in the attachments.
The new assistant director, Lynn Clermont, started training on October 19. After a pre-arraigned absence, she will begin officially on November 16.
The Bernard Co., of Worcester, has been contacted about roof leak repairs and will begin soon.
On October 26, Nick initiated the refund of the Foundation's $30,000 contribution to Phase 1 work which has been cancelled. It was discovered that the first Phase 1 REDAP payment had been charged against the Foundation's funds rather than the Article #33 repair account. We have asked that this be corrected and $30K refunded to the Foundation as soon as possible.
Judy has received notice from the CPC that we will be receiving $1,000 for CR programs to be spent by June 30, 2011.

Old Business:
Marcia Priestley indicated that she could meet with the LPC for a planning and fund-raising strategy session on November 18. After discussion, it was decided to resume renovation planning in mid January. Nick will inform Marcia with thanks.

New Business:
There were no names suggested for the interim trustee vacancy. The Board will meet next on December 8, 2010.

Adjournment:
There being no further business, the meeting was adjourned at 9:00 pm.

Respectfully submitted,

Susan Therriault, Secretary

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Friday, October 08, 2010 6:24 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; Richard Reardon (RJReardon1@aol.com); Sarah Scheinfein (scheinfein@charter.net); 'Sue Therriault (E-mail)'; Wendy Lonstein (wenlon@verizon.net)

Subject: BPL: Agenda for meeting of October13, 2010

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Agenda
For
Wednesday, October 13, 2010

Call to Order

Minutes of September 8, September 15, and September 21, 2010

Correspondence

Treasurer's report

Budget status

Director's report
- C/W Mars meeting: Evergreen and reduced assesssments expected in FY2011
- Barnard visit on roof slate, 9/29
- State Aid report in process, due 10/15
- Assistant Director search progress
- Tower Hill 'Shades of Autumn' participation
- Thank you for Paula's successful send-off

Old Business
- 9/15 special meeting on disposition of Phase 1 bids
- REDAP contract signed, payment in process

New Business

Adjournment

Attachments:
- Minutes of meetings of 9/8, 9/15, 9/21
- Librarians's report for September
- Children's room report

Cabreana Audio Group

Tantor Media - Playaway

January 2010 - May 2010

Library:
Address:
City, State, Zip:
Contact:
Phone:

QTY	Title	Author	ISBN-13 Library	Playaway	You Pay	Category	Primary Genre	Date
	Angelic	Kelley Armstrong	9781616576554	49.99	39.99	Fiction	Fiction	5/1/2010
	Brazen Careerist	Penelope Trunk	9781616576547	49.99	39.99	Non-fiction	Business	5/1/2010
	Chasm City	Alastair Reynolds	9781616576745	114.99	91.99	Fiction	Fantasy & Science Fiction	5/1/2010
	Citizens of London	Lynne Olson	9781616577063	69.99	55.99	Non-Fiction	History	5/1/2010
	Crash Course	Paul Ingrassia	9781616576691	69.99	55.99	Non-fiction	Business	5/1/2010
	Emma	Jane Austen	9781616576721	74.99	59.99	Fiction	Classic Literature	5/1/2010
	Eternity Soup	Greg Critser	9781616576578	59.99	47.99	Non-fiction	Non-Fiction	5/1/2010
	Flatland	Edwin A. Abbott	9781616576530	39.99	31.99	Fiction	Classic Literature	5/1/2010
	Flesh and Fire	Laura Anne Gilman	9781616576738	74.99	59.99	Fiction	Fiction	5/1/2010
	Gears of War - Jacinto's Remnant	Karen Traviss	9781616576714	74.99	59.99	Fiction	Fantasy & Science Fiction	5/1/2010
	God's Battalions	Rodney Stark	9781616576615	59.99	47.99	Non-fiction	History	5/1/2010
	Great Gatsby, The	F. Scott Fitzgerald	9781616576561	44.99	35.99	Fiction	Fiction	5/1/2010
	Helmet for My Pillow	Robert Leckie	9781616577032	69.99	55.99	Non-fiction	Military / Military History	5/1/2010
	If the Buddha Dated	Charlotte Kasl	9781616576523	49.99	39.99	Non-fiction	Motivational & Personal De	5/1/2010
	Letting Go of Your Bananas	Daniel T. Drubin	9781616576516	39.99	31.99	Non-fiction	Business	5/1/2010
	Night Huntress	Yasmine Galenorn	9781616576622	69.99	55.99	Fiction	Fantasy & Science Fiction	5/1/2010
	Original Sinners	John R. Coats	9781616576639	69.99	55.99	Non-fiction	Religious & Spiritual	5/1/2010
	Perfect Mistake	Kate Brian	9781616576608	59.99	47.99	Fiction	Fiction	5/1/2010
	Persuasion	Jane Austen	9781616576646	69.99	55.99	Fiction	Classic Literature	5/1/2010
	Saving Cinnamon	Christine Sullivan	9781616576684	69.99	55.99	Non-fiction	Autobiography / Biography	5/1/2010
	Sense and Sensibility	Jane Austen	9781616576653	69.99	55.99	Fiction	Classic Literature	5/1/2010
	Storms of My Grandchildren	James Hansen	9781616576677	69.99	55.99	Non-fiction	Non-Fiction	5/1/2010
	Tea with Hezbollah	Carl Medearis,Ted Dekker	9781616576585	59.99	47.99	Non-fiction	Religious & Spiritual	5/1/2010
	Time Travelers Never Die	Jack McDevitt	9781616576660	69.99	55.99	Fiction	Fantasy & Science Fiction	5/1/2010
	Unlikely Allies	Joel Richard Paul	9781616576707	69.99	55.99	Non-fiction	History	5/1/2010
	Untouchable	Kate Brian	9781616576592	59.99	47.99	Fiction	Fiction	5/1/2010
	Ask a Mexican	Gustavo Arellano	9781615746019	69.99	55.99	Non-fiction	Comedy	4/1/2010
	Dangerously Funny	David Bianculli	9781615876235	74.99	59.99	Non-fiction	Autobiography / Biography	4/1/2010
	Daring Young Men	Richard Reeves	9781615871247	69.99	55.99	Non-fiction	Military / Military History	4/1/2010
	Darkest Summer, The	Bill Sloan	9781615741625	74.99	59.99	Non-fiction	History	4/1/2010
	Dead Men's Boots	Mike Carey	9781615741571	74.99	59.99	Fiction	Fantasy & Science Fiction	4/1/2010
	Devil You Know, The	Mike Carey	9781615741588	74.99	59.99	Fiction	Fantasy & Science Fiction	4/1/2010
	Faith Instinct, The	Nicholas Wade	9781615746040	69.99	55.99	Non-fiction	Religious & Spiritual	4/1/2010
	Flying Through Midnight	John T. Halliday	9781615741564	74.99	59.99	Non-fiction	Military / Military History	4/1/2010
	Follow the Money	John Anderson	9781615746026	69.99	55.99	Non-fiction	Political	4/1/2010
	Fool's Gold	Gillian Tett	9781615746033	69.99	55.99	Non-fiction	Business	4/1/2010
	Freefall	Joseph E. Stiglitz	9781615871223	69.99	55.99	Non-fiction	Business	4/1/2010
	Fun with Problems	Robert Stone	9781616576899	49.99	39.99	Fiction	Short Stories Collections	4/1/2010
	General Sherman's Christmas	Stanley Weintraub	9781615458561	59.99	47.99	Non-fiction	History	4/1/2010
	Gone 'til November	Wallace Stroby	9781615871230	69.99	55.99	Fiction	Mystery / Suspense / Thrille	4/1/2010
	Grea[redacted]ney Binge, The	George Melloan	9781615[redacted]57	69.99	55.99	Non-fiction	Business	[redacted]/2010
	High [redacted]ciety	Donald Spoto	9781615[redacted]640	69.99	55.99	Non-fiction	Autobiography / Biography	[redacted]/1/2010

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Minutes of Meeting
of
***October* 13, 2010**

Attendees:
Brad Barker, Ken Linell, Richard Reardon, Susan Therriault and Nick Langhart, director

Call to Order:
The meeting was called to order by Brad Barker, Chair, at 7:05 pm.
Minutes:
The minutes of the meetings of September 8, 15, and 21 were approved as presented. Minutes for the Assistant Director interviews (9/28, 9/29, 9/30, & 10/7) will be ready for approval at the next meeting.

Correspondence:
Nick read a thank-you note from Paula Peterson in appreciation for the Trustees' retirement gift, a collage by Cheryl Clinton.

Treasurer's report:
Ken reported that as of 9/30, the balance in the Trustees account was $8,321.10.
Brad donated $250 to the account to offset recent event costs.
Gifts from Ken and David were given to Nick to be delivered to the Friends to offset their expenses. The treasurer's report was approved.

Budget status:
Brad asked Nick to include the preliminary FY2011 budget draft in next month's meeting agenda, and to look into the cost and reliability of electronic readers, such as Kindle and Nook, which the Foundation might be willing to fund through their February, 2011 annual appeal.

Director's report:
At a recent C/W Mars meeting for OLA libraries, the migration to Evergreen open-source software was explained. It is hoped that the few remaining OLAs will become full members with automation, as assessments and start-up costs are expected to be somewhat lower in FY 2011. We were encouraged to make the upgrade in the coming fiscal year.
On September 29, Nick had a representative of Barnard Co., the library's usual slate roofing contractor, examine the front gable and skylight leaks. They estimated about $3,000 for flashing repairs. Ken moved that, *The Barnard Company be authorized to make the necessary roof repairs, at a cost not to exceed $3,000, and to use the Article #33 Library Repair account for payment.* Seconded and approved unanimously.
The MBLC's State Aid and Compliance report is nearing completion and is due in Boston on Friday the 15th. Nick made arrangements with Brad for his signature.
The Board, acting as a committee of the whole, has completed in-person interviews with 8 candidates for Assistant Director and met on October 7 to choose two for second interviews. These two will be interviewed Thursday, October 14.
Nick mentioned that the Children's Room has prepared an exhibit from children's crafts for Tower Hill's 'Shades of Autumn' festival this coming weekend. And he thanked the Board for participating in and partially underwriting the recent retirement events for Paula.

Old Business:
Brad discussed the inability to move forward with Phase 1 plans and that the Foundation has requested return of the July 1st gift of $30,000 designated for this purpose. The Foundation wishes to be advised of the berm-ramp design and to be given cost estimates when these are

PREVIOUSLY VOTED POLICIES ON SYSTEM WIDE HOLDS

1. Fines will be collected at the library at which the materials are returned and that library will keep the fine money.

2. Lost book payments must be made at the owning library of the material. **Central Site staff recommended they be paid at any library, providing a check is made out to the owning library. We would like the C/W MARS Users' Council to reconsider this policy in order to provide better service to library patrons.**

3. C/W MARS Libraries agreed to a common patron-blocking threshold of 50 items checked out at to a single patron at one time.

available. After discussion, it was the consensus of the meeting that no further architectural services would be requested until funding is in-hand.

New Business:
Brad reviewed the cost estimates for the berm-ramp construction. Antonelli's 9/2 bid included the ramp for an additional $25,000. Since then, Ken LeDuc of Town & Country Landscaping, approached by Rich for an estimate, submitted an estimate from Quality Stone Masonry for $26,900 but we were unsure if this price included labor. Brad had an estimate from Paul Masaud of Cross St., Boylston for $37,000; he may be able to re-bid this at less than $25,000 by donation of his labor but he must consult his accountant beforehand. Brad explained that if we can keep the cost below $25,000 and fund the work entirely with privately-raised money, we can choose any contractor, not necessarily the lowest bidder. But we may need a third bid from which to choose. Brad moved that, *The Board authorizes the Town Treasurer to return the $30,000 deposited to the Library Gift Account by the Foundation on July 1, 2010 because the Trustees are not proceeding with Phase 1 work.* Seconded and approved unanimously. Nick will ask Joe in the Treasurer's office to begin this transaction.

Adjournment:
There being no further business, the meeting was adjourned at 8:06 pm.

Respectfully submitted,

Susan Therriault, Secretary

New Class

Beginner Line Dancing
Starts Friday Evening
Sept. 10, 2010

6:00 - 7:30

$5.00 per person

Bay Path Barn
119 Central Street
Boylston, MA

Info: Mary Rinker
(508) 869-3140

No Pre-registration; Just Come

BOT Mtg Notes October 13, 2010

BB
KL
RR
ST
N

7:05 CTO minutes of 9/8, 9/15 + 9/21
— MSP —

Corresps: PP's ty for 9/26 party gift by Cheryl & Clinton

Treas: 9/30 $8,321.10.
$250 to Trustees act from BB
2 envelopes from Ken, DB, to go to Friends
→ Call Sue Story on these 2 envelopes

→ agenda - Nov - budget + authorization for BOT

10/19 → Bonnell - to go. KL - moved to accept gift not to exceed $3,000
MSP

→ Fri Mgmt ST Aid Report for signature 9:30 AM
(rest of list)

OB
Formal req to return 30K to Fdn. want to know of berm plans.
BB - No acceptance until we have funding.
actual services to be engaged

NB
Berm - Antonelli bid as alt for 25,000. Ken LeDuc, Tom + City landscaping, no $ cost for labor. Quality Stone masonry $26,900 bid. (from RR)
BB: Paul Mosand, Cross St, Boyl, $37,000 may rebid for less than $25,000 w/ donation of labor; chg of his acct + will get back to BB. BB sure that if < $25,000 + all private $, we can pick any contractor. (10-25K req's 3 bids & take lowest bid) Do we need a 3rd bid?

10:50 10/19 → moved to authorize Tr Treas to return 30K to Fdn because we are not proceeding with Phase I. MSP unanimously

8:06 → price + quality on Nook, Kindle, etc for Fdn in '11

SPL '87 Bills to Pull from 6/11 (i)

VENDOR FILES + COPY w/ CONTROL TICKET FOR COMPL RPT

VENDOR	DATE	~~INVOICE #~~	AMT	CHECK #
Allied Resins	Sept		165.24	34736
ATKINSON, W.E. CORP				
377 - 11			625.47	Sept 34916
480 - 24			243.53	Oct 35528
469 - 14			411.35	Nov 35658
496 - 12			771.50	Nov 35757
584 - 05			654.53	13th Month 36300
Beaudry, Mary		595-21	200.00	13th Month ← This is in 1988 batch — same invoice, same check!
Boston Bldg Consultants				
	sept		247.50	
	13th Month		359.43	577-23 35053 36301

QUALITY STONE MASONRY

STONE WALL // WALK WAY // VENEERS // PATIOS // FIRE PLACE

Proposal

DATE

Phone (508) 769-3734 Fax (508) 519-1759

Proposal Submitted to:

Name KEN LEDUC
Company Name
Street Address BOYLSTON PUBLIC LIBRARY
City, ZIP Code BOYLSTON MA
Phone

Comments or special instructions:

Town and Country Landscape

KEN LEDUC
(508) 869-2003

Fully Insured

268 Mile Hill Road • Boylston, MA 01505

Description	AMOUNT
290 FIELDSTONE WALL	$ 14,500.00
WALL FOUNDATION	$ 2,800.00
CONCRETE WALK WAY AND ALL MATERIAL TO SUPPORT IT	$ 9,600.00
TOTAL	$ 26,900.00

We propose hereby to furnish material and labor, complete in accordance with above specifications, for the sum of payments also shown above.

All material is guaranteed to be as specified. All work to be completed in a substancial workmanlike manner according to specifications submitte, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate.

Authorized signature:_____

Payment will be made as outlined above.
Date of acceptance: _____/_____/_____

Note: This proposal may be withdrawn by us if not accepted within 15 days.
Acceptance of proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signed:_____

Payment will be made as outlined above. Date of acceptance: ____/____/____

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Special Meeting
Tuesday, September 28, 2010

Attendees:
David Bottom, Ken Linell, Rich Reardon, Susan Therriault and Nick Langhart, director

The special meeting was called to order at 6:10 pm. After a discussion of questions to be asked and procedures, the Board interviewed Lynn Clermont at 7:00 and Judy Friebert at 8:00 pm. The meeting was adjourned at 9:00 pm.

Respectfully submitted,

Susan Therriault, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Special Meeting
Wednesday, September 29, 2010

Attendees:
David Bottom, Ken Linell, Richard Reardon, Susan Therriault and Nick Langhart, director

The special meeting was called to order at 6:00 pm. The Board interviewed Tina McAndrews at 6:00 pm; Cheryl Formato at 7:00 pm; and Cheryl Newcomb at 8:00 pm.
The meeting was adjourned at 9:00 pm.

Respectfully submitted,

Susan Therriault, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Special Meeting
Thursday, September 30, 2010

Attendees:
Brad Barker, David Bottom, Ken Linell, Susan Therriault and Nick Langhart, director

The special meeting was called to order at 6:00 pm. The Board interviewed Jessica L. Bacon at 6:00 pm; Marcia Mueller at 7:00 pm and Heidi Fowler at 8:00 pm.
The meeting was adjourned at 9:00 pm.

Respectfully submitted,

Susan Therriault, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Special Meeting
Thursday, October 7, 2010
at Boylston Historical Society

Attendees:
Brad Barker, David Bottom, Ken Linell, Richard Reardon, Susan Therriault; Nick Langhart, director and Paula Peterson, assistant director

INGRAM

Fed-Id
62-1746696

INVOICE

REMIT TO

Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384-7616
1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BATCH
60239114	09	22	2010	

ORDER ENTRY	ACCOUNT	PAGE	TAG
C47W7HLC	20G2351	2	

018

DUNS 12-159-9042

SOLD TO 20G2351
BOYLSTON PUBLIC LIBRARY
BMARC/ADULT
695 MAIN ST
BOYLSTON, MA 01505-1308

SHIP TO 20G4775
BOYLSTON PUBLIC LIBRARY
BMARC/PICTURE BOOKS
695 MAIN ST
BOYLSTON, MA 01505-1308

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY Ordered	Shipped	T/C AUTHOR	TITLE				UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC	EXTENSION
		PO	2010-09-17-16.22							
1	1	O CONNO	FANCY NANCY 100TH DAY OF SCHO	2083	Q	9780061703744	3.99	39.0	2.43	2.43
		PO	2010-09-17-16.22							
1	1	WELLS R	MAX & RUBY MAX & RUBYS BEDTIME	0883	R	9780670011414	17.99	48.0	9.35	9.35
		PO	2010-09-17 16.22							
		ONSALE	09-21-10							
1	1	KASZA K	READY FOR ANYTHING	0883	R	9780399252358	16.99	48.0	8.83	8.83
		PO	2010-09-17-16.22							
1	1	CRONIN	RESCUE BUNNIES	0402	R	9780061128714	16.99	48.0	8.83	8.83
		PO	2010-09-17-16.22							
1	1	SIERRA	TELL THE TRUTH BB WOLF	0684	R	9780375856204	16.99	48.0	8.83	8.83
		PO	2010-09-17-16.22							
1	1	DUBOSAR	TERRIBLE PLOP	B133	R	9780374374280	15.99	48.0	8.31	8.31
		PO	2010-09-17-16.22							
1	1	CHAST R	TOO BUSY MARCO	1050	R	9781416984740	16.99	48.0	8.83	8.83
		PO	2010-09-17-16.22							
1	1	MARKEL	TYRANNOSAURUS MATH	0684	R	9781582462820	15.99	48.0	8.31	8.31
		PO	2010-09-17-16.22							
1	1	BECKER	VISITOR FOR BEAR	0884	R	9780763628079	16.99	48.0	8.83	8.83
		PO	2010-09-17-16.22							
1	1	HOPGOOD	WOW SAID THE OWL	B133	R	9780374385187	14.95	48.0	7.77	7.77
		PO	2010-09-17-16.22							
35	34	INGRAM	9999999 BRANCH LABEL	8899	C		.20	NET	.20	6.80
		PO	2010-09-17-16.22							
35	34	INGRAM	9999999 FULL PROCESSING-CATALO	8899	C		.80	NET	.80	27.20
		PO	2010-09-17-16.22							
35	28	INGRAM	9999999 FULL PROCESSING-PROCES	8899	C		.89	NET	.89	24.92
		PO	2010-09-17-16.22							
7	7	INGRAM	9999999 LAMINATED PB COVERS 15	8899	C		1.79	NET	1.79	12.53
		PO	2010-09-17-16.22							
	35		Retail: 552.07			SubTotal:	552.07			329.43
			Chambersburg UPS Ground I			Shipping/Handling:				.00
				#Ctns	1	Weight 24.57 Lbs				
			Product SubTotal: 257.98							
			Processing SubTotal: 71.45							
						** Total **				329.43

If prepaid, please disregard. If paying by Invoice, please cut along dotted line and return lower portion with payment

INGRAM

Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384-7616
1-800-937-5300 option 1

OE # C47W7HLC

ACCOUNT # 20G2351

INVOICE DATE 9/22/2010

INVOICE # 60239114

AMOUNT DUE 329.43

BING1 - 10014V00

The special meeting was called to order at 6:35 pm. The purpose of the meeting was to select from among the eight interviewed candidates an Assistant Director. Each person reviewed their scoring sheets, the results were charted and discussion followed. It was resolved to conduct second interviews with Lynn Clermont and Cheryl Formato. Nick will contact them. The meeting was adjourned at 8:00 pm.

Respectfully submitted,

Susan Therriault, Secretary

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Special Meeting Minutes
Thursday, October 14, 2010
at
MOB, Selectmen's Office

Attendees:
Brad Barker, Ken Linell, Richard Reardon, Susan Therriault and Nick Langhart, director

The special meeting was called to order at 6:00 pm by Chair Brad Barker. The purpose of the meeting was to conduct second interviews with two candidates for Assistant Director. Cheryl Formato was interviewed at 6:00 pm. Lynn Clermont was interviewed at 7:30 pm.
The consensus of the meeting was to ask Lynn Clermont to accept the position of Assistant Director.
The meeting was adjourned at 8:40 pm.

Respectfully submitted,

Susan Therriault, Secretary

INVOICE

INGRAM

Fed-Id
62-1746696

REMIT TO

Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384-7616
1-800-937-5300 option 1

INVOICE	MO	DA	YEAR	BATCH
60293114	09	22	2010	

ORDER ENTRY	ACCOUNT	PAGE	OF
C47W7HLC	20G2351	1	1

DUNS 12-159-9042

SOLD TO 20G2351
BOYLSTON PUBLIC LIBRARY
BMARC/ADULT
695 MAIN ST
BOYLSTON, MA 01505-1308

SHIP TO 20G4775
BOYLSTON PUBLIC LIBRARY
BMARC/PICTURE BOOKS
695 MAIN ST
BOYLSTON, MA 01505-1308

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY Ordered	QUANTITY Shipped	I/C AUTHOR	TITLE				UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC	EXTENSION
1	1	WILLIAM	AIR SHOW	5668	R	9781423111856	16.99	48.0	8.83	8.83
		PO	2010-09-17-16.22							
1	1	WALSH E	BALANCING ACT	1050	R	9781442407572	16.99	48.0	8.83	8.83
		PO	2010-09-17-16.22							
		ONSALE	09-21-10							
1	1	CRUISE	BARTLEBY SPEAKS	B133	R	9780374305147	16.99	48.0	8.83	8.83
		PO	2010-09-17-16.22							
1	1	BECKER	BEDTIME FOR BEAR	0884	R	9780763641016	16.99	48.0	8.83	8.83
		PO	2010-09-17-16.22							
1	1	LEVINE	BETSY RED HOODIE	0402	R	9780061468704	16.99	48.0	8.83	8.83
		PO	2010-09-17-16.22							
1	1	FELDMAN	BILLY & MILLY SHORT & SILLY	0883	R	9780399246517	16.99	48.0	8.83	8.83
		PO	2010-09-17-16.22							
1	1	STOHNER	BRAVE CHARLOTTE & THE WOLVES	D788	R	9781599904245	16.99	48.0	8.83	8.83
		PO	2010-09-17-16.22							
1	1	COHEN C	BROOM ZOOM	1050	R	9781416991137	12.99	48.0	6.75	6.75
		PO	2010-09-17-16.22							
1	1	VON BUH	BUT WHO WILL BELL THE CATS	0435	R	9780618997183	16.00	48.0	8.32	8.32
		PO	2010-09-17-16.22							
1	1	JOHNSON	DAY RAY GOT AWAY	1050	R	9780689873751	16.99	48.0	8.83	8.83
		PO	2010-09-17-16.22							
1	1	FRENCH	DIARY OF A BABY WOMBAT	0435	R	9780547430058	16.99	48.0	8.83	8.83
		PO	2010-09-17-16.22							
1	1	O CONNO	FANCY NANCY	0402	R	9780061684869	12.99	48.0	6.75	6.75
		PO	2010-09-17-16.22							
1	1	O CONNO	FANCY NANCY & BOY FROM PARIS	2083	Q	9780061236099	3.99	39.0	2.43	2.43
		PO	2010-09-17-16.22							
1	1	O CONNO	FANCY NANCY & THE DELECTABLE C	0402	R	9780061882692	16.99	48.0	8.83	8.83
		PO	2010-09-17-16.22							
1	1	O CONNO	FANCY NANCY & THE LATE LATE LA	2083	Q	9780061703775	3.99	39.0	2.43	2.43
		PO	2010-09-17-16.22							
1	1	O CONNO	FANCY NANCY & THE SENSATIONAL	2083	Q	9780061703782	3.99	39.0	2.43	2.43
		PO	2010-09-17-16.22							
1	1	O CONNO	FANCY NANCY DAZZLING BK REPOR	2083	Q	9780061703683	3.99	39.0	2.43	2.43
		PO	2010-09-17-16.22							
1	1	OCONNOR	FANCY NANCY EVERY DAY IS EARTH	0402	R	9780061873270	16.99	48.0	8.83	8.83
		PO	2010-09-17-16.22							
1	1	O CONNO	FANCY NANCY HEART TO HEART	2083	Q	9780061235962	4.99	39.0	3.04	3.04
		PO	2010-09-17-16.22							
1	1	O CONNO	FANCY NANCY OOH LA LA ITS BEAU	0402	R	9780061915253	12.99	48.0	6.75	6.75
		PO	2010-09-17-16.22							
1	1	O CONNO	FANCY NANCY PAJAMA DAY	2083	Q	9780061703706	3.99	39.0	2.43	2.43
		PO	2010-09-17-16.22							
1	1	O CONNO	FANCY NANCY POET EXTRAORDINAIR	0402	R	9780061896439	12.99	48.0	6.75	6.75
		PO	2010-09-17-16.22							
1	1	O CONNO	FANCY NANCY SHOW MUST GO ON	0402	R	9780061703737	16.99	15.0	14.44	14.44
		PO	2010-09-17-16.22							
1	1	OCONNOR	FANCY NANCY SPECTACULAR SPECTA	0402	R	9780061882630	16.99	48.0	8.83	8.83
		PO	2010-09-17-16.22							
1	1	OCONNOR	FANCY NANCY TEA PARTIES	0402	R	9780061801747	12.99	48.0	6.75	6.75

INGRAM

If prepaid, please disregard. If paying by Invoice, please cut along dotted line and return lower portion with payment

OE #

ACCOUNT #

INVOICE DATE

INVOICE #

AMOUNT DUE

BING1 - 10014V00

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]
Sent: Friday, October 01, 2010 5:51 PM
To: 'Susan Therriault'
Subject: BPL: Minutes of Special BOT meeting of September 21, 2010

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Special Meeting Minutes
Tuesday, September 21, 2001

Attendees:
Brad Barker, David Bottom, Ken Linell, Richard Reardon, Susan Therriault and director Nick Langhart

The meeting was called to order by Brad Barker, Chair at 6:40pm. The purpose of this special meeting was to choose among Assistant Director applicants those to be invited for interview. Nick thanked the Board for postponing this meeting from Monday evening to allow more time to call candidate references. Resumes of 31 applicants were under consideration. Brad, Sue and Nick had identified 8-10 interview candidates and these were discussed in detail. After deliberation, a tentative interview schedule was set for 9 interviews:

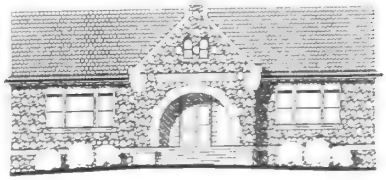
Tuesday, 9/28: 6:00, Sharon Archembault; 7:00, Lynn Clermont; 8:00, Cheryl Newcomb.
Wednesday, 9/29: 6:00, Tina McAndrews; 7:00, Cheryl Formato; 8:00, Judy Friebert.
Thursday, 9/30: 6:00, Jessica Bacon; 7:00, Marcia Mueller; 8:00, Heidi Fowler.

The set of interview questions was refined and Sue will prepare these as evaluation sheets and make copies.
Nick will post the revised interview schedule.
The Board will convene at 5:45 to prepare for these sessions.
There being no further business, the meeting was adjourned at 8:00pm.

Respectfully submitted,

Susan Therriault, Secretary

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1309

Town of Boylston
Board of Selectmen
Public Library Renovation

INVITATION FOR BIDS

The Boylston Board of Selectmen will receive sealed bids for front entrance alterations to the Boylston Public Library at their office at 221 Main St., Boylston, MA until **September 2, 2010, at 1:00 pm EST** at which time all bids will be publicly opened and read. Bids received after this time will be rejected.

The project consists primarily of the demolition of an existing entrance doorway and wood porch, the construction of a new glazed entry wall, doorway, new porch and repairs to an existing wood ramp.

Bid documents may be obtained from the office of the Board of Selectmen, 221 Main St., Boylston, MA 01050 on or after August 12, 2010, 8:00 am to 2:00 pm Monday through Thursday. Call (508) 869-2093 to confirm availability of documents.
Each bid must be accompanied by a security bid consisting of a bid bond, cash or certified check issued by a responsible bank or trust company in the amount of **5% of the bid price**.
A required pre-bid conference and site visit will be held at the Boylston Public Library, 695 Main St., Boylston, MA 01505, on **August 19, 2010 at 11:00 am.**
A Labor and Materials Payment bond equal to **50%** of the total bid amount will be required for the faithful performance of the contract. All bids are subject to applicable bidding laws of Massachusetts including G.L. chapter 149, section 44A through 44H, as amended. Attention is directed to the minimum wage rates to be paid as determined by the Commissioner of Labor and Industries and the weekly payroll record submittal requirements under the provisions of M.G.L. chapter 149, section26 through 27D inclusive.
Selection of the contractor will be based upon bidder qualifications, including evidence of past performance in similar projects and bid price. The contract will be awarded to the bidder deemed by the awarding authority to be the lowest responsible and eligible bidder.
The Town of Boylston is an affirmative action/equal opportunity owner/purchaser. The Town of Boylston is exempt from sales tax. Bidders should not include sales tax in any bid.
The bidder agrees that its bid shall be good and may not be withdrawn for a period of 30 days, Saturdays, Sundays and legal holidays excluded, after the opening of bids. The Town reserves the right to waive any informalities, to accept or reject, in whole or in part, any and all bids, or take whatever other action may be deemed to be in the best interests of the Town.

Town of Boylston
Nancy Colbert Puff, Town Administrator
(508) 869 0143

8/11/2010

SP BOT Mtg NOTES – AD Candidates 9/21/10

CTO 6:40 Search for A-D. Postponed from 9/20. BBST read resumes

Discussed. 9 Back,

9/30: Jessia Baron 6:00
Heidi Foulk
Marcia Mullee

9/29: Tina McArthur
Cheryl Fometo
Judy Fruchtnicht

9/28: Cheryl Newcomb
Shawn Bechtholt
Lupita Clement

Tues 6:00 (5:45) 28, first mtg

→ Call in Pre
→ re Cabt Rep
→ 2e - post mtgs for mtrs

WC - Sue Scrutton? Beth Fehn Mt Fords

Scrutton 2
Fehn
Fords
Tuesdays
Dye

5

Interdepartmentals (CC)

	Date	Invoice #	Amount
Photolab	5/6		304.00

Conservation Center,

Hours of French and Conners

January	5887.50
march	6425
February	4793.50
April	5708.50
may	5480.50

For these, I have copies of invoices and contract slips. Don't do again. But the checks are needed.

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Special Meeting Minutes
Wednesday, September 15, 2010

Attendees:
Brad Barker, David Bottom, Ken Linell, Rich Reardon, Susan Therriault and director Nick Langhart

The meeting was called to order by Brad Barker, Chair, at 6:35pm. The purpose of this special meeting is to consider the alternatives for Phase 1 work since all bids were well over our initial estimates. The consensus was that all received bids should be allowed to lapse and the berm ramp concept should be presented to the Foundation for possible funding. Perhaps the work could be finished by Memorial Day, 2011. We will need to present it to the Historic District Commission and consult with the abutters beforehand.
Brad summarized the lessons learned from Phase 1 although no work will be done. We have developed an architect's contract for all future work. We have a working draft of a contractor's agreement. And we have a viable new entrance design in hand.
The water penetration above the arch was discussed. Nick will contact Barnard Roofing, Worcester, to look at the capstone displacement, gable flashing and condition of the slate to see if it can be repaired with funds on hand.
On Phase 2, we want Town Meeting approval before we begin design development and construction. But Nancy, Town Administrator, advises that no significant capital request will fare well at the Annual Town Meeting in 2011 because the impact of the new school tax will be at its greatest. The Town Meeting in 2012 may be more successful and we could undertake the berm ramp project in the meantime.

It was decided to re-draft the approved voucher for payment of the outstanding REDAP Phase 1 invoice to draw funds from Article #33 rather than the Foundation grant for Phase 1 work.

Brad moved, *That the Boylston Public Library Board accept no bid submitted in response to the Phase 1 project dated September 2, 2010.* Seconded and approved unanimously.

It was the consensus of the meeting that available funds be used for the berm ramp project rather than for repair of the existing ramp, and that we will invite the Foundation to consider underwriting this project. Brad will talk to the Foundation at their next meeting on Wednesday, September 22 to update them on these decisions.

Brad then moved, *That the Board will offer to return to the Boylston Public Library Foundation the grant of $30,000 given for the Phase 1 work because we are not proceeding with it and to ask their support of the berm ramp project.* Seconded and approved unanimously.

The LPC will need to discuss the timing of Phase 2 and prepare a recommendation to the Trustees as to which Annual Town Meeting, 2011 or 2012, we should go to for a request for funds. Brad will inform Nancy and Ralph of these actions.

It was moved, *To direct the Treasurer to issue a check for $382.68 to the Worcester Telegram for the printed position announcement for Assistant Director which has been published.* Seconded and approved unanimously.

Regarding the Assistant Director candidate interviews, it was decided to schedule the interviews for Tuesday, 9/28; Wednesday, 9/29 and Thursday, 9/30, 2010. Sue took the draft interview questions list for editing; we will focus on public service capability, technological competency and attitude. The LPC meeting set for Thursday, 9/30 with Marsha Priestley will be rescheduled.

Part VI-A Lobbying Expenditures by Electing Public Charities (See page 9 of the instructions.)

N/A

(To be completed **ONLY** by an eligible organization that filed Form 5768)

Check ▶ **a** ☐ if the organization belongs to an affiliated group. Check ▶ **b** ☐ if you checked **"a"** and "limited control" provisions apply.

Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)		(a) Affiliated group totals	(b) To be completed for ALL electing organizations
		N/A	
36 Total lobbying expenditures to influence public opinion (grassroots lobbying)	36		
37 Total lobbying expenditures to influence a legislative body (direct lobbying)	37		
38 Total lobbying expenditures (add lines 36 and 37)	38		
39 Other exempt purpose expenditures	39		
40 Total exempt purpose expenditures (add lines 38 and 39)	40		
41 Lobbying nontaxable amount. Enter the amount from the following table -			
If the amount on line 40 is - / **The lobbying nontaxable amount is -**			
Not over $500,000 — 20% of the amount on line 40			
Over $500,000 but not over $1,000,000 — $100,000 plus 15% of the excess over $500,000			
Over $1,000,000 but not over $1,500,000 — $175,000 plus 10% of the excess over $1,000,000	41		
Over $1,500,000 but not over $17,000,000 — $225,000 plus 5% of the excess over $1,500,000			
Over $17,000,000 — $1,000,000			
42 Grassroots nontaxable amount (enter 25% of line 41)	42		
43 Subtract line 42 from line 36. Enter -0- if line 42 is more than line 36	43		
44 Subtract line 41 from line 38. Enter -0- if line 41 is more than line 38	44		
Caution: *If there is an amount on either line 43 or line 44, you must file Form 4720.*			

4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the instructions for lines 45 through 50 on page 11 of the instructions.)

N/A

	Lobbying Expenditures During 4-Year Averaging Period				
Calendar year (or fiscal year beginning in) ▶	(a) 2004	(b) 2003	(c) 2002	(d) 2001	(e) Total
45 Lobbying nontaxable amount					0.
46 Lobbying ceiling amount (150% of line 45(e))					0.
47 Total lobbying expenditures					0.
48 Grassroots nontaxable amount					0.
49 Grassroots ceiling amount (150% of line 48(e))					0.
50 Grassroots lobbying expenditures					0.

Part VI-B Lobbying Activity by Nonelecting Public Charities

(For reporting only by organizations that did not complete Part VI-A) (See page 11 of the instructions.)

N/A

During the year, did the organization attempt to influence national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:	Yes	No	Amount
a Volunteers			
b Paid staff or management (Include compensation in expenses reported on lines **c** through **h**.)			
c Media advertisements			
d Mailings to members, legislators, or the public			
e Publications, or published or broadcast statements			
f Grants to other organizations for lobbying purposes			
g Direct contact with legislators, their staffs, government officials, or a legislative body			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any other means			
i Total lobbying expenditures (Add lines **c** through **h**.)			0.

If "Yes" to any of the above, also attach a statement giving a detailed description of the lobbying activities.

There being no further business, the meeting was adjourned at 7:38pm.

Respectfully submitted,

Susan Therriault, Secretary

Part V **Private School Questionnaire** (See page 7 of the instructions) N/A

(To be completed ONLY by schools that checked the box on line 6 in Part IV)

			Yes	No
29	Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?	29		
30	Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?	30		
31	Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves?	31		
	If "Yes," please describe; if "No," please explain. (If you need more space, attach a separate statement.)			
32	Does the organization maintain the following:			
a	Records indicating the racial composition of the student body, faculty, and administrative staff?	32a		
b	Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?	32b		
c	Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?	32c		
d	Copies of all material used by the organization or on its behalf to solicit contributions?	32d		
	If you answered "No" to any of the above, please explain. (If you need more space, attach a separate statement.)			
33	Does the organization discriminate by race in any way with respect to:			
a	Students' rights or privileges?	33a		
b	Admissions policies?	33b		
c	Employment of faculty or administrative staff?	33c		
d	Scholarships or other financial assistance?	33d		
e	Educational policies?	33e		
f	Use of facilities?	33f		
g	Athletic programs?	33g		
h	Other extracurricular activities?	33h		
	If you answered "Yes" to any of the above, please explain. (If you need more space, attach a separate statement.)			
34 a	Does the organization receive any financial aid or assistance from a governmental agency?	34a		
b	Has the organization's right to such aid ever been revoked or suspended?	34b		
	If you answered "Yes" to either 34a or b, please explain using an attached statement			
35	Does the organization certify that it has complied with the applicable requirements of sections 4 01 through 4 05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," attach an explanation	35		

BOT Special mtg Notes 9/15/10

BB
DB
KL
RR
ST

JT

N

Purpose:
Decision on Phase I, based on BB's 9/13 e-mail, w/ 4 alternatives. Discussion 2 landscaper quotes to come next week. Berm concept well received, JT thinks Fdn will by-in. ST - Spring by Mem Day. Need HDAC + neighbors consult.

→ Bernard on slate + look at leak at cable arch.
we have artist contract for all work } done - though no results Phase I.
Court master's draft
Poor drugs
Phase 2 - Tn mtg approved. Artist DD for basement (phase 2). But MCP
thinks may'll TM is poor choice, due to school tax.
maybe ATM '12, w/ berm in meantime to repl ramp. Idea to
pull forward the original stone steps to go w/ new berm

BB - votes: accept no bids on Phase I.
offer to Fdn the $30K w/ reco to use for berm.

→ redraft the REHAP voucher to ~~dedicate~~ the Article # 33 acct, not Fdn gift acct.

BB moves that BOT not accept bids as 9/2/10 for Phase I work
MSP unanimously.

BB moves that BOT offer 30K to Fdn berm not proceeding w/project
MSP unanimously.

Concensus is for berm as repl for ramp project, inviting Fdn to consider
in talking to Fdn next wed: 9/22: update on these actions. LPC needs to
discuss timing of Phase 2 - asking for $ at ATM of '11 or '12.
BB will w/ from NCP + Ralph of these actions.

MSP to pay $382.68 to JTG from BOT acct

INTVS - setting new inter dates - week of 28, 29, 30. ST input Fri + mon 9/20 at 6:00
Ques - select some ones for all. focus on public srvce + tech. Refs for attitude. "F.I.T, smart + attitude"
↳ intention

→ MP on email 9/30 LPC

THE SOCIETY FOR THE PRESERVATION
OF NEW ENGLAND ANTIQUITIES
141 CAMBRIDGE STREET
BOSTON, MASSACHUSETTS 02114-2799

THE FIRST NATIONAL BANK OF BOSTON
BOSTON, MASSACHUSETTS
5-39/110 1

34796

DATE	CHECK NO.	CHECK AMOUNT
9/4/87	34796	$165.24

THE SUM 165 24

Allied Resin Corp.
Weymouth Industrial Park
East Weymouth, MA 02189

⑈00034796⑈ ⑆011000390⑆ 520 95900⑈ ⑈00000165 24⑈

THE [illegible]

FOR DEPOSIT ONLY IN
SOUTH SHORE BANK
ALLIED RESIN CORPORATION
Trust Account
117 024 0

2001

SE SE 10 09 5-39
ANY ENDORSEMENT NOT GUARANTEED
FIRST NATIONAL BANK OF BOSTON, MASS

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Wednesday, September 01, 2010 2:55 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; Richard Reardon (RJReardon1@aol.com); Sarah Scheinfein (scheinfein@charter.net); 'Sue Therriault (E-mail)'; Wendy Lonstein (wenlon@verizon.net)

Cc: 'Nancy Colbert'

Subject: Agenda for meeting of September 8, 2010

All,

- 9 days after posting, we have ~~13~~ 20 resumes for the Assistant Director position, and ~~7~~ 12 of these have an MLS.

- Tomorrow at 1:00 pm, contractor bids will be opened and read in the Selectmen's office. 12 firms have taken bid documents, none have been returned yet.

- I have posted a Special Board of Trustees meeting for 6:30 pm tomorrow evening at the library to consider these bids and to prepare a recommendation for the Selectmen (although I will be taking vacation days Thursday and Friday). There are no other agenda matters because we will have our regular meeting next Wednesday the 8th at 7:00 pm at the library.

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Agenda
for
Wednesday, September 8, 2010, 7:00 pm

Call to Order

Minutes of meeting of August 11, 2010

Correspondence

Treasurer's report

Budget status

Director's report
- Assistant Director job posted
- 8/19 contractor walk-thru with Jon French
- 8/24 Mtg with FEMA reps
- 8/27 ARIS form completed and signed

Old Business
- Architect's contract

New Business
- Phase 1 contractor selection
- New trustee selection
- Plans for interviewing for Assistant Director

Adjournment

The Designer Selection Board receives a large number of questions from local authorities related to the adoption or application of designer selection procedures to various situations. The following questions and answers represent those issues that are most often raised by cities and towns. The Board hopes that the answers will provide you with either specific or general direction in your efforts to properly comply with the designer selection requirements.

1. **Is the employment of an educational programmer or planner considered a design service requiring public advertisement in accordance with approved designer selection guidelines?**

   ANSWER: No, unless the scope of services originally contemplates or develops into an evaluation of an existing facility or a new facility to determine the feasibility and costs of renovation, and/or to determine the feasibility and costs of constructing an addition or new facility. Where the services include what is conventionally termed an "architectural" program, the designer selection procedures apply.

2. **Is there a minimum dollar threshold that must be exceeded before a formal designer selection procedure must be followed?**

   ANSWER. The law requires that whenever the design fee is estimated to cost $10,000 or more, or whenever the estimated construction cost of a project is $100,000 or more and design services are required, a designer selection procedure must be followed.

3. **Is a feasibility study required prior to the employment of a designer to prepare development plans and specifications and/or construction documents?**

   ANSWER: A study is not required on local building projects. However, it is highly recommended that a study be completed before designing any project of substantial magnitude. The advantage of obtaining a comprehensive evaluation of the existing facility and/or proposed scope of work including consideration of feasible alternatives and related estimated costs cannot be understated. Without the benefit of this basic information, hiring a designer to prepare final contract documents at a fixed limit cost of construction for a pre-designated lump sum design fee is seldom prudent.

4. **What is a reasonable fee to establish for the study, the design of construction documents and the administration of construction?**

   ANSWER: Chapter 7, section 38G (c) states:

   > *"All fees shall be stated in designer's contracts and in any subsequent amendment thereto as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope of services."*

   Common practice does allow the establishment of a ceiling amount in the designer's contract often referred to as an "upset amount", with actual payments being made for design services rendered on an hourly basis. This method of payment is normally used on "study projects" where the extent and difficulty of the work effort is unknown. The maximum hourly rate established on DCAM State projects is **2.75** times payroll costs not to exceed **$125/hr.** The standard method of payment of a lump sum design contract is attached.

5. **Can the firm that completes the study also be employed to complete the design and administer the construction contract?**

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]
Sent: Wednesday, September 29, 2010 4:04 PM
To: 'Susan Therriault'
Subject: BPL: Draft BOT minutes of September 8, 2010

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Wednesday, September 8, 2010

Attendees:
Brad Barker, David Bottom, Ken Linell, Rich Reardon, Susan Therriault and Nick Langhart, director

Call to Order:
The meeting was called to order by Brad Barker, Chair, at 7:01pm.

Minutes:
The minutes of the meeting of August 11, 200, were approved as presented.

Treasurer's report:
Ken reported a balance in the Trustees checking account of $8,569.97 as of August 13, 2010. There have been no recent transactions. The treasurer's report was approved.

Director's report:
The Assistant Director position announcement has been posted at the MOB, sent on-line to our website, the MBLC job list and C/W info, and faxed to the Telegram & Gazette for publication. 20 resumes have been received and interview questions are being drafted. Interview dates were set for the week of September 20.
On August 19, Jon French led the contractor's walk-thru of the Phase 1 work on the front entrance. Eight firms were represented. Nick recorded the questions and sent them to Jon so that an addendum to the specs could be prepared and sent out.
Three representatives of FEMA came to the library on August 24 to follow up on the disaster preparedness form Nick had sent to them previously.
The MBLC's Annual Report and Information Survey (ARIS) has been completed, reviewed and signed by Brad and sent in on August 27.

Old Business:
Regarding the architect's contract, Brad has delivered all materials to Nancy at the MOB. There has been no response on whether she has sent the latest revisions to the architects as yet.

New Business:
Brad announced the results of the September 2nd bid opening for Phase 1 work. Of the three bids received, Antonelli's bid was the lowest at $75,644, $28,000 over what we have available. Jon French, Brad and Jean Therriault met and considered several options: 1) ask the Foundation for additional funding, 2) consult with Nancy on whether we can take the ramp repair out of Antonelli's bid for calculation of a lower price without re-bidding the job, 3) postpone Phase 1, reject all current bids (they will expire on October 2) and use the funds for the berm ramp design. These options were discussed. The Selectmen could be asked for funds from free cash, but that would require a Town Meeting vote. It was decided that Brad would meet with the Foundation Board at their meeting on September 22, discuss the bids and ask if they would consider funding the berm ramp design as an alternative to Phase 1 when we have estimates for this work. The Board will meet again on Wednesday, September 15 at 6:30 to discuss Phase 1 options further.
The discussion of new trustee names was deffered.
The commissioned art for Paula by Cheryl Clinton was reviewed and approved.
Plans for Paula's retirement party on September 26 were discussed.

Douglas Degelman
California

Curriculum Vitae

Courses
Course Syllabi

School of Psychology
B.A. Psych
B.A. Psych (SPS)
M.S. Clinical Psych

Research Aids
APA Style Essentials
Literature Search

Research
Publications

Etc.
Copyright © 1994-2006
Vanguard University

APA Style Article

APA Style Proposal

APA Style Essentials

http://www.vanguard.edu/faculty/ddegelman/detail.aspx?doc_id=796

Last modified August 1, 2007

Douglas Degelman, Ph.D. and Martin Lorenzo Harris, Ph.

References

Tables

The *Publication Manual of the American Psychological Association* (5th ed., 2001) provides a comprehensive reference guide to writing using APA style, organization, and content. To order a copy of the *Publication Manual* online, go to http://www.apa.org/books/4200060.html. To view "PDF" documents referenced on this APA Style Essentials page, you need Adobe Acrobat Reader. To download the free Acrobat Reader, go to http://www.adobe.com/products/acrobat/.

The purpose of this document is to provide a common core of elements of APA style that all members of an academic department can adopt as minimal standards for any assignment that specifies APA style. This Web document is itself *not* a model of APA style. For an example of a complete article formatted according to APA style, go to http://www.vanguard.edu/uploadedFiles/faculty/ddegelman/degelman_psych_ap.pdf. For an example of an undergraduate research proposal, go to http://www.vanguard.edu/uploadedFiles/faculty/ddegelman/student_sample.pdf. To download a Microsoft Word template of an APA-style paper, go to http://www.vanguard.edu/uploadedFiles/Faculty/DDegelman/psych_apa.doc.

I. **General Document Guidelines**
   - A. ***Margins*** One inch on all sides (top, bottom, left, right)
   - B. ***Font Size and Type*** 12-pt. font (Times Roman or Courier are acceptable typefaces)
   - C. ***Line Spacing*** Double-space throughout the paper, including the title page, abstract, body of the document, references, appendixes, footnotes, tables, and figure captions.
   - D. ***Spacing after Punctuation*** Space *once* after all punctuation. This includes using one space (not two!) following punctuation marks at the ends of sentences.
   - E. ***Alignment*** Flush left (creating uneven right margin)
   - F. ***Paragraph Indentation*** 5-7 spaces
   - G. ***Pagination*** The page number appears one inch from the right edge of the paper on the first line of every page (except figures), beginning with the title page.
   - H. ***Manuscript Page Header*** The first two or three words of the paper title appear five spaces to the left of the page number on every page (except figures), beginning with the title page. Manuscript page headers are used to identify manuscript pages during the editorial process. Using most word processors, the manuscript page header and page number can be inserted into a header, which then automatically appears on all pages.
   - I. ***Active voice*** As a general rule, use the active voice rather than the passive voice. For example, use "We predicted that ..." rather than "It was predicted that ..."
   - J. ***Order of Pages*** Title Page, Abstract, Body, References, Ap...

II. **Title Page**
   - A. ***Pagination*** The Title Page is page 1.
   - B. ***Key Elements*** Paper title, author(s), author affiliation(s), and running head
   - C. ***Paper Title*** Uppercase and lowercase letters, centered on the page.
   - D. ***Author(s)*** Uppercase and lowercase letters, centered on the line following the title.
   - E. ***Institutional affiliation*** Uppercase and lowercase letters, centered on the line following the author(s).
   - F. ***Running head*** The running head is typed flush left (all uppercase) following the words "Running head:" on the line below the manuscript page header. It should not exceed 50 characters, including punctuation and spacing. The running head is a short title that appears at the top of pages of published articles.
   - G. ***Example of APA-formatted Title***

Adjournment:
There being no further business, the meeting was adjourned at 9:03pm.

Respectfully submitted,
Susan Therriault, Secretary

Shipper ID: **SH0556963**

Sales Order: **SO0312492**

ATTENTION - THIS SHIPMENT CONTAINS STRICT-ON-SALE NEW RELEASE(S):

The following title(s) have a strict national lay down/on sale date - as issued by the print publisher. These audiobook products must not be offered for sale (or library circulation) prior to the actual, and final, on-sale date established for the simultaneously released print version. Violating the strict on sale date set by the print publisher may result in delayed future shipments of this or future releases. In the event that the print publisher moves the on-sale date, you will be expected to honor that new date.

Strict On Sale Date	Title	Author
9/28/2010	Cross Roads	Fern Michaels

BOT meeting Notes September 8, 2010

BB
DB
KL
RR
ST
JT
N

CTO: 7/01 Minutes MSP of 8/11

Correspo

Treasurer's rpt: $ 8,569.97 MSP
8/13/10

Budget Status

Dir Rpt: the list

→ Phone Intv / ref calls to candidates
review of interview Questions
→ one on Adult Programing capability

[16 ques, cut to 10]
~~DO KL, ST~~

+we 21st

Wed 22 (FDN) ~~+th 23~~, 29 IF Needed ~~+30 (LPC)~~
(30 LPC mtg Ph 2)

J + W
6:00
7:00
8:00

= 6 intvs

Mon 20, for resume review

OB Architect's contract
all materials delivered to NCP Nonespo from NCP on website she's sent to RED

NB review all bids. Antonelli: $ 75,644, 32K more than we have.
mtg 9/1 w/ Jean, Brad + Jon, discuss options. Review of options. Fdn pays more. 2) NCP on website we can pull hop romp from job requires re-bid. 3) postpone job, reject all bids, use $ for romp into berm. To 10/2 for bid to be valid.
Talk to Ron Aspesi? Selectmen re: free cash. Requires a 2/3 Mtg. RR may ck w/
Heab Cronin.

[chngl Clinton on presentation eologe ($500)
If we could restructure, maybe Fdn could add 10K
talk to Fdn on 9/22 when interviewing.
BB suggests shifting $ to berm. discussed as to costs.

Next steps: ~~NCP on~~ Mtg on wed 15, 6:30 ~~PP~~ BOT POST

→ Defer new Trustee disc Review of party plans

Adj: 9:03

ORIGINAL INVOICE

ALLIED RESIN CORP.

SEP -2 1987

Weymouth Industrial Park
East Weymouth, Massachusetts 02189
Telephone 617-337-6070

PAGE 1

SOLD TO:

SPNEA CONSERVATION CTR.
185 LYMAN STREET

WALTHAM MA 02154

SHIP TO:

SPNEA-CONSERVATION CTR.
185 LYMAN STREET

WALTHAM MA 02154

ORDER NO.	CUSTOMER NO.	SALES REP.	TERMS	CUSTOMER P.O. NUMBER	INVOICE NO.
-018022	01-009490	BUD	NET 30 DAYS	1017	1319
ORDER DATE	**SHIP DATE**	**FREIGHT TERMS**	**SHIP VIA**	**F.O.B.**	**INVOICE DATE**
8/18/87	8/20/87	PPD & ADD	U.P.S.	E. WEYMOUTH MA.	8/20/87

Y. ORD.	QTY. B.O.	QTY. SHIP	U/M	DESCRIPTION	UNIT PRICE	AMOUNT
1		1	SG	D332-06 DOW DER 332, EPOXY LIQUID 45#/5GAL	160.000	160.00

PURCHASE JOURNAL 9-2/6

PURCHASE ORDER NO. # 1017

BUSINESS OFFICE

PAYMENT APPROVAL

PAID 34796/ 9/4/87
Check No. / Date

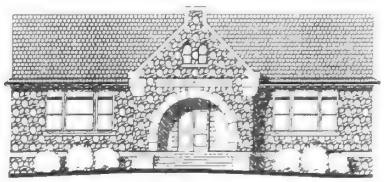
PAID
SEP 4 1987

ACCOUNT CODING

					Amount
1	02	59	528	032	$ 160.00
					165.24

SUB-TOTAL	TAX	FREIGHT	PLEASE PAY THIS AMOUNT	TOTAL
160.00	0.00	5.24	$	165.24

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

BOYLSTON PUBLIC LIBRARY
Board of Trustees, BPL Foundation Board, Friends of the Library
Meeting Agenda
for
Wednesday, August 11, 2010, 7:00 pm

Call to Order

Minutes of July 14, 2010

Correspondence
Town Administrator: New Building Inspector, Glenn Hand, is appointed

Treasurer's report
Ken Linell

Foundation report
Sarah Scheinfein

Friends report
Wendy Lonstein

Budget status

Director's report
FY'11 accounts set up

Old Business
Architect's contract
LPC schedule for contractor selection, Phase 1
Assistant director job posting

New Business
New trustee suggestions

Adjournment

Attachments:
Minutes of meeting, July 14, 2010
Librarian's report for July
Children's Room report

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]
Sent: Wednesday, September 01, 2010 3:44 PM
To: 'Susan Therriault'
Subject: BPL: Draft minutes of Joint Board Meeting of August 11, 2010

BOYLSTON PUBLIC LIBRARY
Board of Trustees, BPL Foundation Board, Friends of the Library
Meeting Minutes
for
Wednesday, August 11, 2010

Attendees:
Brad Barker, David Bottom, Ken Linell, Richard Reardon, Susan Therriault and Nick Langhart, director

Call to Order:
The meeting was called to order by Brad Barker, Chair, at 7:04 pm.

Minutes:
The minutes of the meeting of July 14, 2010, were approved as presented.

Correspondence:
From the Town Administrator: Glenn Hand has been appointed to the position of Building Inspector as of August 2, 2010.

Treasurer's report:
Ken reported a balance in the Trustees checking account of $8,509.15. There have been no recent transactions.

Foundation report:
Sarah reported that the Foundation's nominating committee is seeking officers for next year, to be elected at the annual meeting Wednesday, October 27 at the library.
The Foundation's finance committee is realigning some restricted funds to gain greater interest. The Foundation approved Nick's request for $2,625 for electronic library materials at their June 23 meeting. Sunday, September 26, 1-4:00 pm is set for Paula's retirement party at the Congregational Church. Nearly 100 invitations will be in the mail on August 24 and the event will be announced in the Banner in the September 2 issue.

Friend's report:
Wendy was unavailable to present a Friend's report.

Director's report:
Nick has set up the FY2011 internal financial records. The July Librarian's report was not ready for distribution.

Old Business:
The schedule for contractor selection was discussed. The contractor's invitation to bid was posted in the Central Register and will appear in the Telegram on Friday, 8/13. The site visit/walk-through will be held Thursday, August 19 at 11:00 am at the library, led by Jon French. Bid opening will be at 1:00 pm Thursday, September 2 at the Selectmen's Office at Town Hall. It was decided that, in order to prepare a recommendation for the Selectmen's meeting to be held on Tuesday, September 7, that a Special Trustees meeting should be called for Thursday, September 2 at 6:30 at the library to review the bids. Brad announced the next LPC meeting for Thursday, August 19 to discuss Phase 2 marketing with Marsha Priestley. Sarah will send this schedule to the Foundation Board

The Assistant Director job posting was discussed. Nick asked for Trustee participation in the interviewing process, and all five trustees volunteered. It was decided to hold a Special Trustees meeting August 18 at 6:30 [later changed to August 19 after the LPC meeting] to finalize the job description. The closing date is September 17.

This page intentionally left blank.

Brad will be meeting soon with Nancy, Town Administrator to complete the architect's contract.

Adjournment:
There being no further business, the meeting was adjourned at 8:15 pm.

Respectfully submitted,

Susan Therriault, Secretary

Appendix E: Model RFP for Modular Construction

This appendix includes an outline and recommended contents for a modular construction request for proposals (RFP) as well as a model RFP that you may tailor to your jurisdiction's needs. Chapter VII of this manual contains additional information on procuring modular construction.

BOT 8/11/10 notes

CTO 7^04 : minutes MSP

$ 8,509.15 Treas rpt

BB
DB
RR
ST
KL
SS
N

Fdn rpt:

Nom Comittee seeking officers for next year.

Karen Carter perhaps for Trustee vacancy (2nd yr BES teacher, retired) Finance Com from Wells Fargo to Invedia, in process. Electronic materials req approved $2,226.

Annual mtg Oct 27 7^00 wednesday (honor PP)

9/26 Sunday for Comp Ch 1-4 for PP party

Invites out by 8/24.

N

walk-thru 8/19 11:00

LPC: disc of ~~the~~ contractor's invitation to Bid, T+G ad. Decline to meet 9/2 - 1^00 bids open; 6^30 BOT Special, Selectmen mtg 9/7 for appointment. 8/19 LPC on marketing 6^30 for Naaska P's marketing 'seminar'. SS will send to Fdn this schedule

No Lib Report

Correspondence - Glen Hond ofrd BSI

Ass't Dir Position

BES, ST, KL, RR, DI } Admin Team for Ass't Dir → get empl packet from Tom.

→ Wed 18, 6^30 Special BOT - post

BB will meet w/ NCP on architect contract

Adj 8^15

THE BLUE BOOK® of Building and Construction VERIFICATION

800-431-2584 Fax: 877-553-6606 www.thebluebook.com 0569509.000.068

Boylston Public Library

Attn: Nick Langhan

Complete and return this form today to receive your FREE Blue Book
Please ensure that we have your correct book distribution information by completing this form. If changes or updates are necessary you can either make them online or make them on this form and fax it back to us. If the information is correct and complete check the OK AS IS box and send it back.

1. Business Information	2. Classification(s)
Boylston Public Library 695 Main St Boylston, MA 01505 Tel: (508) 869-2477 Fax: (508) 869-6105 Attn: Nick Langhan	• Miscellaneous

3. Free Book Distribution Information:

Your company is currently subscribed to receive:

1 New England	Pennsylvania	Florida North	Chicago	Arizona
Connecticut	Maryland/DC/Virginia	Florida South	Dallas/Ft Worth	Orange County
New York	Virginia	Michigan	Houston	San Diego
New Jersey North	North Carolina	Cleveland	San Antonio and Austin	Los Angeles & Ventura
New Jersey South	Georgia	Cincinnati/Columbus/Dayton	Colorado	San Francisco/Peninsula
		Minnesota	Pacific Northwest	Central Valley

4. ☐ No Changes are Necessary - Everything is OK as is!

5. ☐ Yes I am responsible for bidding projects for my company

6. Are there others who are responsible for bidding projects?
Please indicate their names(s), title(s), phone and/or email.

Changes authorized by:

Your Name _____ Title: _____ Date: _____

Please return this form by FAX to (877) 553-6606 or by mail to:
The Blue Book of Building and Construction, Attn: Editorial Dept.
P.O. Box 500, Jefferson Valley, NY 10535

To update your information online go to www.thebluebook.com/free and enter this ID #: *PRJD-LDDT-RHAX-TLKI*

☐ Please do not send any future tax communications to my company

Nick Langhart

From: Nancy Colbert [ncolbert@boylston-ma.gov]

Sent: Monday, August 02, 2010 9:51 AM

To: PD Chief Sahagian; 'Joe Flanagan'; 'dparker'; 'Gary Harrington'; 'Scott McCubrey'; 'Nick Langhart'; bmcdermott@bbrsd.org; 'John Roy'; 'Richard Baker'; 'Bill Filsinger'; jwalsh01505@verizon.net; 'Gerry Gleich'; dcostello6459@charter.net; Dennis Costello; 'Jane Meegan'; Joe Daigneault; 'Karen Barber'; Ken Goodwin; Lori Esposito; Margo Richardson; 'Mary Morrill'; 'Melanie Rich'; 'Nancy Nykiel'; 'Paul Nowicki'; 'Rose Bardsley'; 'Sandy Bourassa'

Subject: New Building Inspector - Glenn Hand

Hello everyone. Glenn Hand begins today as Boylston's new Building Inspector/Zoning Enforcement officer. Glenn will work daily, from 8-noon and will hold office hours on Monday night from 6-8 pm. He also works part-time in the towns of Uxbridge, and more recently, Shrewsbury. He is from Millbury, where he also serves on the Zoning Board.

Glenn is a certified Building Commissioner, and has worked in construction management for both Tufts University and MIT. He has a BS in Construction Management from Wentworth, and an MBA from Nichols College.

8/3/2010

Please stop by and introduce yourself to Glenn when you have a moment. I do believe he will be an excellent addition to our team here.

Thanks,
-Nancy

Nancy Colbert Puff
Town Administrator
Town of Boylston
221 Main Street
Boylston, MA 01505
508-869-0143
508-869-6210 (fax)

Glenn is a certified Building Commissioner, and has worked in construction management for both Tufts University and MIT. He has a BS in Construction Management from Wentworth, and an MBA from Nichols College.

8/3/2010

Please stop by and introduce yourself to Glenn when you have a moment. I do believe he will be an excellent addition to our team here.

Thanks,
-Nancy

Nancy Colbert Puff
Town Administrator
Town of Boylston
221 Main Street
Boylston, MA 01505
508-869-0143
508-869-6210 (fax)

HASSLE FREE FORM FOR BOOK AUDIO
DISCREPANCY RETURNS/REPORT

BOYLSTON PUBLIC LIBRARY
BMARC/ADULT
695 MAIN ST
BOYLSTON, MA
01505 1308

All discrepancy returns MUST be accompanied by this form and MUST be returned within 30 days from date of this packing list. When you are reporting discrepancies rather than returning a product, i.e. ... shortage, discount errors, etc. ... send this form to Customer Service. Be sure the discrepancy return/report listed on this form concerns the titles on previous page(s), since a copy of the appropriate packing list must accompany a Hassle Free return. If you are unable to send this packing slip or a copy, please contact Customer Service. RETURNS RECEIVED THAT DO NOT FOLLOW THE ABOVE INSTRUCTIONS WILL BE RETURNED TO YOU AT YOUR EXPENSE. Defective Book and Audio Products are an exception to above instructions. Returns for these products do not require a proof of purchase and are not restricted to a time limit.

INGRAM

1210 INGRAM DRIVE
CHAMBERSBURG, PA. 17202

20G2351

CUT ALONG LINES

BE SURE TO INCLUDE THE ABOVE RETURN LABEL ON YOUR CARTON.

STOCK STATUS CODES.

CANC - Canceled
FTR - Future Release-Waiting for On-Sale Date
NOP - Not Our Publication
NYR - Not Yet Received
N/S - Not Stocked
OP - Out of Print
OSI - Out Indefinitely at Publisher
OS - Out of Stock at Publisher
O/S - Out of Stock at Ingram
PPD - Postponed
PTO - Print-To-Order, title shipping separately
REM - Remaining
SLSH - Slash
S/W - Secondary Warehouse
UNAV - Unavailable
1SRC - One Source

PROBLEM CODE

1. DAMAGED - (initially received in damaged condition)
2. TITLE CODE ERROR - (incorrect title ordered)
3. PULLING ERROR - (Please specify title received and title billed)
4. SHORTAGE - (Please indicate number of cartons received)
5. QUANTITY ERROR - (Please indicate number of cartons received)
6. CARTONS DAMAGED OR LOST IN TRANSIT - (Call Customer Service Immediately)
7. CARTONS RECEIVED THAT WERE NOT ORDERED - (Call Customer Service Immediately)
8. OTHER - (Please explain)_____
9. DEFECTIVE (Please describe)_____

OTHER ABBREVIATIONS

B (In BO Column) = Backorder
IPS = From Ingram Publisher Services

ACTION CODE

A. Title being returned
Please credit my account

B. Title being kept
Please credit/bill my account

C. Shortage
Please credit my account

D. Title not billed, no credit due

Please fill in appropriate boxes for proper credit. Please list the item(s) returned and use the appropriate problem code and action code, as stated above
You MUST list the TITLE CODE OR ISBN to receive proper credit.

DATE OF RETURN	YOUR CLAIM OR P.O. NUMBER	SHIP TO OR ACCOUNT NUMBER

QTY ORDERED	QTY RECEIVED	QTY SHORT	QTY RETURNED	TITLE	TITLE CODE OR ISBN	LIST PRICE	DISCOUNT	PROBLEM CODE	ACTION CODE

Include the form in your return carton. Return the carton to the warehouse on the label. Affix our return label (located at the top right hand corner on the same side of this packing list) to the carton containing this form and indicate the number of cartons being returned. Returns must be Prepaid.

HASS

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Thursday, July 08, 2010 5:52 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); Sarah Scheinfein (scheinfein@charter.net); 'Sue Therriault (E-mail)'; Wendy Lonstein (wenlon@verizon.net)

Subject: BPL: Trustees meeting agenda for July 14, 2010

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting agenda
for
Wednesday, July 14, 2010, 7:00 pm

Call to Order

Approval of minutes of June 9, 2010

Correspondence

Treasurer's report
- Two deposits turned over to treasurer
- Foundation funding for Phase 1 work delivered to Town Treasurer for deposit in 'Gift Account'

Budget status
- FY'10 final figures, $2,500 drawn from state aid

Director's report
- Request for electronic library materials approved by Foundation
- Door counters re-set for FY'11, now counting children also

Old Business
- LPC: BHDC approves Phase 1 w/o public hearing on June 16
  - Report on contract status
  - REDAP bill to be approved for payment
- Decision on commissioning artwork from Cheryl Clinton

New Business
- New open meeting law requires on-line test to be taken by staff & trustees
- Assistant Director job description approval
- Adoption of FY2011 Trustees meeting schedule

Attachments:
- Minutes of meeting of June 9, 2010
- FY2010 library expense report
- Librarian's report for June
- List of electronic library materials approved for funding by Foundation
- Assistant Director job description
- Children's Room report
- Trustees meeting schedule for FY2011

INGRAM

Fed-Id
62-1746696

INVOICE

REMIT TO

Ingram Library Services
PO BOX 502779
ST. LOUIS, MO 63150-2779
1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BATCH
60204024	06	01	2010	

LB

ORDER ENTRY	ACCOUNT	PAGE	TAX
C89B2ZLC	2081951	3	

018

DUNS 12-159-9042

SOLD TO 2081951
SOMERVILLE PUBLIC LIB
PROC JUVENILE
ATTN RECEIVING
79 HIGHLAND AVE
SOMERVILLE, MA 02143-1740

SHIP TO 2081951
SOMERVILLE PUBLIC LIB
PROC JUVENILE
ATTN RECEIVING
79 HIGHLAND AVE
SOMERVILLE, MA 02143-1740

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY Ordered	QUANTITY Shipped	F/C AUTHOR	TITLE				UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC	EXTENSION
1	1	MYRACLE PO	13 PLUS 1 052710	0883	R	9780525422228	16.99	46.7	9.06	9.06
1	1	HARRISO PO	13 TREAS 052710	5071	R	9780316041485	15.99	46.7	8.52	8.52
1	1	RIORDAN PO	39 CLUES BK01 MAZE OF BONE 052710	4170	R	9780545060394	12.99	46.7	6.92	6.92
1	1	KORMAN PO	39 CLUES BK02 1 FALSE NOTE 052710	4170	R	9780545060424	12.99	46.7	6.92	6.92
1	1	LERANGI PO	39 CLUES BK03 SWORD THEIF 052710	4170	R	9780545060431	12.99	46.7	6.92	6.92
1	1	WATSON PO	39 CLUES BK04 BEYOND THE GRAVE 052710	4170	R	9780545060448	12.99	46.7	6.92	6.92
1	1	CARMAN PO	39 CLUES BK05 BLACK CIRCLE 052710	4170	R	9780545060455	12.99	46.7	6.92	6.92
1	1	WATSON PO	39 CLUES BK06 IN TOO DE-W/CARD 052710	4170	R	9780545060462	12.99	46.7	6.92	6.92
1	1	LERANGI PO	39 CLUES BK07 VIPERS NEST 052710	4170	R	9780545060479	12.99	46.7	6.92	6.92
1	1	KORMAN PO	39 CLUES BK08 EMPERORS CODE 052710	4170	R	9780545060486	12.99	46.7	6.92	6.92
1	1	PARK LI PO	39 CLUES BK09 STORM WARNING 052710	4170	R	9780545060493	12.99	46.7	6.92	6.
50	37	INGRAM PO	9999999 MYLAR JACKET-TAPED 052710	8899	C		.60	NET	.60	22.20
64	64	INGRAM PO	9999999 PROPERTY STAMP(1) 052710	8899	C		.20	NET	.20	12.80
14	13	INGRAM PO	9999999 SPINE TAPE-OUTSIDE SPI 052710	8899	C		.85	NET	.85	11.05
	64		Retail: 960.76 Chambersburg FedEx Ground Hartford			SubTotal: Shipping/Handling:	953.73			535.75 .00
				#Ctns	2	Weight 51.21 Lbs				
			Product SubTotal: 489.70 Processing SubTotal: 46.05							
						** Total **				535.75

If prepaid, please disregard. If paying by Invoice, please cut along dotted line and return lower portion with payment.

INGRAM

Ingram Library Services
PO BOX 502779
ST. LOUIS, MO 63150-2779
1-800-937-5300 option 1

OE # C89B2ZLC

ACCOUNT # 2081951

INVOICE DATE 6/01/2010

INVOICE # 60204024

AMOUNT DUE 535.75

Nick Langhart

From: Susan Therriault [susan_therriault@msn.com]
Sent: Sunday, August 08, 2010 1:03 PM
To: Nick Langhart; darb555; rjreardon1; Ken Linell; susan_therriault@msn.com
Subject: Trustees minutes - July 14th

All, Below are the minutes of our last Trustees. Many thanks to Nick for taking such good notes and putting them together. Don't forget to take the ethics test. Thanks, Sue

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Wednesday, July 14, 2010

Attendees:
Brad Barker, David Bottom, Ken Linell, Rich Reardon, Susan Therriault and Nick Langhart, Director

Call to Order:
The meeting was called to order by Chair Brad Barker at 7:02 p.m.

Minutes:
The minutes for the meeting of June 9 were approved as presented.

Correspondence:
Trustee Letty Ridinger's written resignation was received. The Town Clerk has been notified.
Per Town Administrator Nancy Colbert-Puff, Paul Nowicki has been appointed the Town's new Treasurer Collector; he began on Monday, July 12.

Treasurer's report:
Ken presented an account balance as $8,569.15. He had previously been given 2 checks for deposit; $10 for late materials and $50, a donation from a classmate of Nick's in appreciation for his sending an extra copy of his college yearbook to her. He was asked to thank her on behalf of the Board. The treasurer's report was accepted.

Budget status:
Nick reported that library operating expenses for FY'10 exceed appropriated income by $508 and wages exceed by $1,992. A total of $2,500 will be taken from the state aid account to cover the difference. Materials circulation for FY'10 was about 2,000 above last year.

Director's report:
The list, 'Request for Support for Purchase of Electronic Library Materials,' submitted to the Foundation was approved for funding by them for $2,625 on June 23. It includes two HP Notebooks, 30 electronic games with security packaging, a Nintendo player and security for recently purchased Playaway audios.
Nick gave the latest annualized door traffic figures - about 23,000/year based on the last 45 days of counting. It was suggested to publicize this in the next Binder and on the website, noting that in a six week period a population equivalent to the entire town of Boylston passes through our doors.
Mention was made of this week's Banner article with pictures featuring Judy's 'Music 'n Motion' program of last Saturday.

Old Business:

HASSLE FREE FORM FOR BOOK AUDIO
DISCREPANCY RETURNS REPORT

BOYLSTON PUBLIC LIBRARY
BMARC/CHILDRENS
695 MAIN ST
BOYLSTON, MA
01505-1308

All discrepancy returns MUST be accompanied by this form and MUST be returned within 30 days from date of this packing list. When you are reporting discrepancies rather than returning a product, i.e. ... shortage, discount errors, etc. ... send this form to Customer Service. Be sure the discrepancy return/report listed on this form concerns the titles on previous page(s), since a copy of the appropriate packing list must accompany a Hassle Free return. If you are unable to send this packing slip or a copy, please contact Customer Service. RETURNS RECEIVED THAT DO NOT FOLLOW THE ABOVE INSTRUCTIONS WILL BE RETURNED TO YOU AT YOUR EXPENSE. Defective Book and Audio Products are an exception to above instructions. Returns for these products do not require a proof of purchase and are not restricted to a time limit

INGRAM

1210 INGRAM DRIVE
CHAMBERSBURG, PA. 17202

20G2768

CUT ALONG LINES

BE SURE TO INCLUDE THE ABOVE RETURN LABEL ON YOUR CARTON

STOCK STATUS CODES

CANC - Canceled
FTR - Future Release-Waiting for On-Sale Date
NOP - Not Our Publication
NYR - Not Yet Received
N/S - Not Stocked
OP - Out of Print
OSI - Out Indefinitely at Publisher
OS - Out of Stock at Publisher
O/S - Out of Stock at Ingram
PPD - Postponed
PTO - Print-To-Order, title shipping separately
REM - Remaining
SLSH - Slash
S/W - Secondary Warehouse
UNAV - Unavailable
1SRC - One Source

PROBLEM CODE

1. DAMAGED - (initially received in damaged condition)
2. TITLE CODE ERROR - (incorrect title ordered)
3. PULLING ERROR - (Please specify title received and title billed)
4. SHORTAGE - (Please indicate number of cartons received)
5. QUANTITY ERROR - (Please indicate number of cartons received)
6. CARTONS DAMAGED OR LOST IN TRANSIT - (Call Customer Service Immediately)
7. CARTONS RECEIVED THAT WERE NOT ORDERED - (Call Customer Service Immediately)
8. OTHER - (Please explain)_____
9. DEFECTIVE (Please describe)_____

OTHER ABBREVIATIONS

B (In BO Column) – Backorder
IPS = From Ingram Publisher Services

ACTION CODE

A. Title being returned
Please credit my account

B. Title being kept
Please credit/bill my account

C. Shortage
Please credit my account

D. Title not billed, no credit due

Please fill in appropriate boxes for proper credit. Please list the item(s) returned and use the appropriate problem code and action code, as stated above
You MUST list the TITLE CODE OR ISBN to receive proper credit.

DATE OF RETURN	YOUR CLAIM OR P.O. NUMBER	SHIP TO OR ACCOUNT NUMBER

QTY SHORT	QTY RECEIVED	QTY SHORT	QTY RETURNED	TITLE	TITLE CODE OR ISBN	LIST PRICE	DISCOUNT	PROBLEM CODE	ACTION CODE

Include the form in your return carton. Return the carton to the warehouse on the label. Affix our return label (located at the top right hand corner on the same side of this packing list) to the carton containing this form and indicate the number of cartons being returned. Returns must be Prepaid.

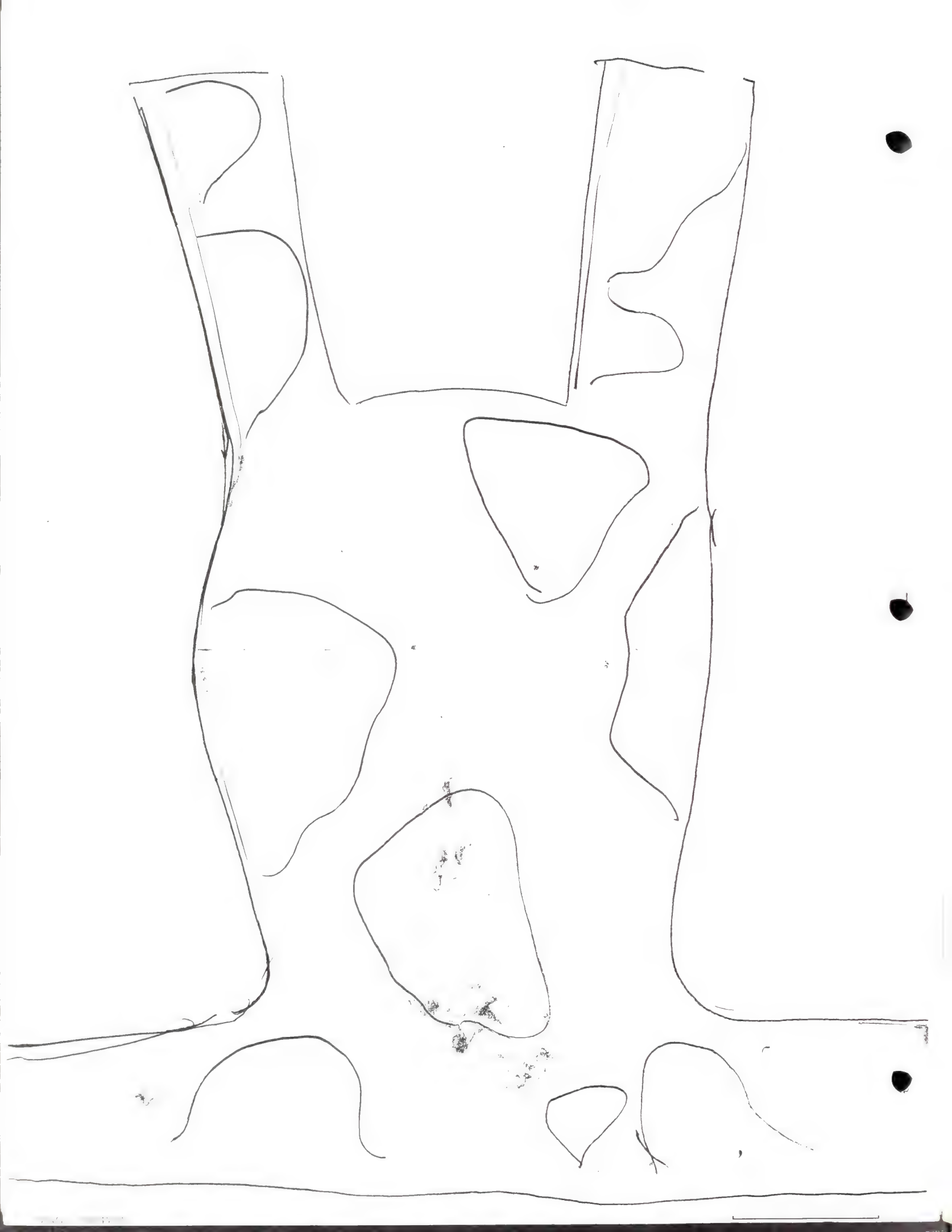
It was noted that at its meeting on June 16, 2010, the Boylston Historic District Commission approved the planned library entrance and porch modifications and determined that the change did not require a public hearing.
The status of the contract for construction was discussed. It is under review with the Town Administrator and Town Counsel, who wish to develop a consistent format for future town projects. When the review is complete, we will forward the wording to our architects.
The architect's bill for services from May 16 to June 27, $ 2,841.23, has been reviewed for payment. Since the architect's contract has not yet been signed, it was moved by Brad *"To approve payment of the REDAP invoice of June 28, 2010 for $ 2,841.23 subject to the contract signed by the Board of Selectmen."* This motion was seconded and approved unanimously.

New Business:
Recent changes in the state open meeting law requires that all paid staff, volunteers and board members of local government take an on-line ethics test, then print out the certificate of completion to be given to the Town Clerk. The website address was distributed.
The FY2011 calendar of Trustee Board meetings was reviewed and approved.
For Paula's retirement gift, the Trustees approved the commissioning of artwork from Cheryl Clinton, not to exceed $500, to be paid by privately-raised subscription. Cheryl will be invited to the next meeting of the retirement planning committee for a progress report (no date is set). The retirement event will be at the First Congregational Church on September 18, time TBD with a $1,000 budget. Sarah and Wendy will be seeking funds from individuals and groups.
The draft Assistant Director job description, edited by Susan, was distributed and reviewed. The addition of managing adult programming with the help of Friends and teens and of competence in contemporary technologies was requested to be included. Susan will add these then it will be given to Nancy and the personnel board: we will ask for a review the position for appropriate grade assignment as well.
It was decided to postpone the July 15 LPC meeting to Thursday, July 22, to briefly discuss phase 1 but to concentrate on phase 2 planning. Marsha Priestley and Paul Labelle will be invited.

Adjournment:
There being no further business, the meeting was adjourned at 8:40 pm.

Respectfully submitted

Susan Therriault, Secretary



BOT MEETING NOTES JULY 14, 2010

BB
DB
KL
RR
ST
N

CTO 7oz minutes MSP

Corresp: LR - Paul V.

Treas: $8,569.15 w/ acct

→ BOT ty from Howard McGinnis MSP

Budget Status:

DR

→ water cups for visits, on Hubbards. laundry, laundry, wireless, Mont Contract

→ Doc translate - put on ~~door~~ web - Bowden

IF, Bowden article

CB

BHDC - "without required public hearing"

√ → all BOT on Coolidge "front end"

on REDAP hill; it (73-74% of all they will build)

Moved BB "approve put to REDAP $8,842.22 subject to signed contract" MSP

→ voucher - add "subject to signed contract"

NB

Open bldg descriptions for re-bid testing

→ Amend bldg Sch approved.

√ Chapt Union for $500 possibly needed. "Comm Lawyer" ~~does~~ ~~not~~ needed?

FC Church 9/18 ~~$~~ and a 1,000 budget. Survey to find 3 [illegible]

~~Still need $600?~~ Time not set firmly

AD job descr write up. ESB: add managing admin programs + then Tuesday + Thurs. Technology [illegible]

→ Council ~~th~~ 15 IPC + not [illegible]

240

Individuals earning up to $75,000 will receive a $400 tax credit in 2009 and 2010. Married couples filing jointly and earning up to $150,000 will receive a $800 tax credit.

As of February 15, 2009, an additional benefit of up to 13 weeks was provided for MA Unemployment Insurance claimants who have exhausted regular and extended benefits. Effective April 2009, Supplemental Nutrition Assistance Program (SNAP) benefits will increase (based on family size).

The Recovery Act injects substantial funding into our workforce development system, providing $56 million in additional services for jobseekers. MA residents can contact one of the 37 One-Stop Career Centers in MA to learn more about available job counseling, education or training services available in their community. The phone number to find your One-Stop Career Center is 1.877.US2.JOBS or visit and use the zip code finder to find the closest location.

In addition, a young person between the ages of 14 and 24 can find out if they are eligible for a summer job or related program by calling the Governor's YouthWorks Hotline 1.866.968.8461.

The Recovery Act includes provisions to help small businesses get back on their feet through credit subsidies, micro-loans, tax relief, and deferred loan repayment programs. These provisions will be handled by the Small Business Administration (SBA). You can reach the MA SBA at their district office in Boston at 617.565.5590.

Foreclosure Hotline
888.995.4673

800.342.5297
617.603.1700

800.645.8333

617.427.5200
508.842.3663
413.247.9738
978.454.7272

877.623.6765

Under the American Recovery and Reinvestment Act of 2009, certain individuals who are eligible for continued health insurance coverage under the federal COBRA law, or the MA mini-COBRA law, may receive a subsidy for 65% of the costs of their health care premium.

Schedule your Career Center Seminar - call the Automated Career Center Seminar Scheduling System at 1.800.653.5586

If you have questions/suggestions or feedback about how the contract award process should work, please e-mail us at .

Massachusetts
Works
The Massachusetts Recovery Plan

Integrating state, federal and private efforts, our MA Recovery Plan will deliver projects that put people to work today, invest in education and infrastructure to position us for a better tomorrow, and reform the way government does business.

Office of the Governor
Commonwealth of Massachusetts

To: BPL Foundation Board June 23, 2010
From: Nick Langhart

Request for Support for Purchase of Electronic Library Materials

1) 2 Notebooks, HP model 301 with power supply, mouse, headphones for each.
   Plus: 'Fortress' and 'Clean Slate' security software
   Plus: Microsoft Office Each: $450 **$900**

2) 1 Nintendo DS Learning Pac
   Foreign language learning system, circulating, w/ case **$275**

3) 30 Electronic games for younger patrons
   15 games to be selected for younger children
   Nintendo Wii
   Playstation 2 & 3 5 at $ 50
   10 at $ 10 **$400**
   15 games to be selected for young adults
   Nintendo DS
   X Box 360 5 at $ 50
   10 at $ 10 **$400**

   Security cases for 30 games 30 at $12 **$360**

4) For Playaway audiobooks now on order,
   Playaway security packaging:
   1 counter-top release key $130
   15 plastic security cases $140
   15 reusable security keys $ 20 **$290**

Total: $2,625

THE 9TH ANNUAL TRUSTEE SYMPOSIUM

Saturday, March 7, 2009
HOLIDAY INN in BOXBOROUGH
9:30a.m. – Registration
10:00 a.m. – 3:00 p.m. Workshop

TO REGISTER:

Contact Maureen Killoran:
FAX: 617-725-0140
E-MAIL: Maureen.Killoran@state.ma.us
MAIL: MA. Board of Library Commissioners
98 North Washington St. Suite 401 Boston, MA 02114

Fax or Mail this form by February 27, 2009

Name:_____ Title:_____

Library Affiliation:_____

Address:_____ City/Town_____ Zip:_____

Phone:_____ Fax:_____E-Mail:_____

How do you want to receive your confirmation? (circle one): FAX MAIL E-MAIL

J:\SRZ\trustee symposiums\Flyer for Trustee Symposium at Holiday INN Boxboro March 7, 2009.doc

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Friday, June 04, 2010 4:45 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); Sarah Scheinfein (scheinfein@charter.net); 'Sue Therriault (E-mail)'; Wendy Lonstein (wenlon@verizon.net)

Subject: BPL: Agenda of meeting for June 9, 2010

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Agenda
for
Wednesday, June 9, 2010, 7:00 pm

Call to Order

Approval of minutes of May 5 and June 2, 2010

Correspondence
MBLC: Final state aid payment of $1,648.79 received

Treasurer's report
Town treasurer acknowledges that Gift Account for renovation Phase 1 work is still active

Budget status
End-of-Year projections

Director's report
Attended official CMRLS meeting to vote merger into MLS, 5/26
Thank you to:
Those who improved the grounds on Beautification Day
Those who worked on Memorial Day and booksale
Mikes Moonwalk for donation of two inflatables
BPL Foundation for 2 new DVD holders, received and paid and for Binder, printed, mailed and paid
Nick will attend MBLC workshop on on-line ARIS report, 6/10
Grange dinner to benefit Library Foundation is Saturday, 6/12, 5:00 pm

Old Business
Report on LPC meetings and design progress

New Business
Annual election of Board Officers:
Chair: Brad Barker
Vice-chair: Richard Reardon
Secretary: Susan Therriault
Treasurer: Ken Linell

Arrangements for Paula's retirement event

Adjournment

Attachments:
Minutes of May 5 and June 2 meetings
Librarian's report for May

HASSLE FREE FORM FOR BOOK AUDIO
DISCREPANCY RETURNS/REPORT

BOYLSTON PUBLIC LIBRARY
BMARC/ADULT
695 MAIN ST
BOYLSTON, MA
01505-1308

All discrepancy returns MUST be accompanied by this form and MUST be returned within 30 days from date of this packing list. When you are reporting discrepancies rather than returning a product, i.e. ... shortage, discount errors, etc. ... send this form to Customer Service. Be sure the discrepancy return/report listed on this form concerns the titles on previous page(s), since a copy of the appropriate packing list must accompany a Hassle Free return. If you are unable to send this packing slip or a copy, please contact Customer Service. RETURNS RECEIVED THAT DO NOT FOLLOW THE ABOVE INSTRUCTIONS WILL BE RETURNED TO YOU AT YOUR EXPENSE. Defective Book and Audio Products are an exception to above instructions. Returns for these products do not require a proof of purchase and are not restricted to a time limit.

INGRAM

1210 INGRAM DRIVE
CHAMBERSBURG, PA. 17202

20G2351

CUT ALONG LINES

BE SURE TO INCLUDE THE ABOVE RETURN LABEL ON YOUR CARTON.

STOCK STATUS CODES.

CANC - Canceled
FTR - Future Release-Waiting for On-Sale Date
NOP - Not Our Publication
NYR - Not Yet Received
N/S - Not Stocked
OP - Out of Print
OSI - Out Indefinitely at Publisher
OS - Out of Stock at Publisher
O/S - Out of Stock at Ingram
PPD - Postponed
PTO - Print-To-Order, title shipping separately
REM - Remaining
SLSH - Slash
S/W - Secondary Warehouse
UNAV - Unavailable
1SRC - One Source

PROBLEM CODE

1. DAMAGED - (initially received in damaged condition)
2. TITLE CODE ERROR - (incorrect title ordered)
3. PULLING ERROR - (Please specify title received and title billed)
4. SHORTAGE - (Please indicate number of cartons received)
5. QUANTITY ERROR - (Please indicate number of cartons received)
6. CARTONS DAMAGED OR LOST IN TRANSIT - (Call Customer Service Immediately)
7. CARTONS RECEIVED THAT WERE NOT ORDERED - (Call Customer Service Immediately)
8. OTHER - (Please explain)
9. DEFECTIVE (Please describe)

OTHER ABBREVIATIONS :

B (In BO Column) = Backorder
IPS = From Ingram Publisher Services

ACTION CODE

A. Title being returned
Please credit my account

B. Title being kept
Please credit/bill my account

C. Shortage
Please credit my account

D. Title not billed - no credit due

Please fill in appropriate boxes for proper credit. Please list the item(s) returned and use the appropriate problem code and action code, as stated above.
You MUST list the TITLE CODE OR ISBN to receive proper credit

DATE OF RETURN	YOUR CLAIM OR P.O. NUMBER	SHIP TO OR ACCOUNT NUMBER

QTY ORDERED	QTY RECEIVED	QTY SHORT	QTY RETURNED	TITLE	TITLE CODE OR ISBN	LIST PRICE	DISCOUNT	PROBLEM CODE	ACTION CODE

Include the form in your return carton. Return the carton to the warehouse on the label. Affix our return label (located at the top right hand corner on the same side of this packing list) to the carton containing this form and indicate the number of cartons being returned. Returns must be Prepaid.

HAS2

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
for
June 9, 2010

Attendees:
Brad Barker, David Bottom, Ken Linell, Richard Reardon, Susan Therriault, and Nick Langhart, director

Guests:
[at 8:00 pm:] Sarah Scheinfein, Wendy Lonstein

Call to Order:
The meeting was called to order by Brad Barker, Chair, at 7:03 pm.

Minutes:
The minutes for the meetings of May 5 and June 2 were approved as presented.

Correspondence:
From the MBLC: The latest and last state aid check for FY'10, $1,648.79, has been deposited with the Town Treasurer. The year's total is $3,350 and the state aid account now stands at $29,091.

Treasurer's report:
Ken gave the account balance as $8,604.89. Letty Ridinger will be asked if she can replace the lost check from the Metropolitan Antiques Class action lawsuit settlement payout of $350.73 from 2008. The carryover to FY'11 of the funds remaining in the Article #33 account has been requested of the accountant, and the Town Treasurer has verified that the 'Gift Account' used for Foundation deposits is still active. The treasurer's report was accepted.

Budget status:
Nick reported that as the end of FY'10 approaches, about $1,200 will be needed from state aid to cover salary costs over the year and that expenses will be close to budget. The Foundation has requested a list of needs to be funded by the 2010 Annual Appeal by its next meeting on June 23.

Director's report:
Nick attended the last CMRLS meeting on May 26 in Shrewsbury at which the merger into the new Massachusetts Library System was approved.
He thanked those who worked on the clean-up day, the Memorial Day activities and book sale, and Mike of Mike's Moonwalk for the donation of two inflatables for the day. Thanks were also given to the Foundation for funding the two new DVD holders as well as the printing and mailing of the recent Binder.
Nick will attend the MBLC ARIS workshop in Worcester on June 10.
The Central Massachusetts Grange BBQ dinner to benefit the Foundation will be held at the Town House June 12 at 5:00 pm.
Paula Peterson will be taking some time off during the weeks of June 13 and 20.

Old Business:
The process for applying to the Boylston Historic District Commission for a Certificate of Appropriateness was discussed. Ken has talked with Chair Bruce Symonds and Nick will prepare the application papers. The LPC will next meet on June 16 at 6:00 pm and the BHDC will join us at 7:30 for discussion of our plans and a site visit.
Richard Reardon attended the organizational meeting of the Town ADA Committee June 7. They discussed access issues at the Town House and Rich showed the current library plans and invited the committee to visit the library.

New Business:
Brad presented the slate of Board officers for FY'11 as a motion: Brad Barker, Chair; Rich Reardon, Vice-chair; Susan Therriault, Secretary and Ken Linell, Treasurer. Seconded by David Bottom and passed unanimously.
Brad said that he had been called by Letty Ridinger saying she intends to resign from the Board due to ill health and she will confirm with a written note. Possible replacements were discussed.

At 8:00 pm, Sarah and Wendy came to discuss preparations for Paula's retirement party on September 18. The event will be open to all, including kids. A list of invitees is being prepared: *All* elected officials, town board and commission members, employees, past library Trustees and staff. All donors, Foundation members and Friends, Garden Club and Fire Department, Historical Society, other local organizations, and Paula's family. Wendy will design the invitation with an RSVP. A public invitation will also be in the Banner, on WBAC and the websites. The event, potentially to be held at Tower Hill, could run from 6-10 pm. - 6:00 to 8:00 pm cash bar and hors d'ovres, 8:00 to 9:00 program. Gifts, music, number of attendees, photos and funding were discussed. Sarah and Wendy will contact Tower Hill and Peppers Catering. We will meet again on July 1 at 6:30 pm.

Adjournment:
There being no further business, the meeting was adjourned at 9:05 pm.

Respectfully submitted,

Susan Therriault, Secretary

BOT mtg notes, June 9, 2010

BB
DB
KL
RR
ST

CTD: Minutes, MSP as presented 5/5 + 6/2 — N

TOS: CoreExpo: Stated $1,648.79. YTD $3350, Acct balance $

Treas: $8,604.89

→ To ask LR if she will help w/ mail: Antiques Roadshow (as assign) — get amount — MSC 1st Term. 4pp

Budget status
Sals
Exps.

→ e-readers? — June 23 for list of needs to Fin Com

Fin Com

Cost + PP absence upcoming

OTB

→ Cost of preservation is high, NL to ask out. Does HDC want a full hearing w ability not to proceed? What other deadlines in bylaws?

RR on HDC: last Monday. No chair. No formal recognition. June Symonds, Jean Gaffey, Jane Keegan, Reardon. Historic Nation Historian issue. RR shared 1, 6 plans + mail of accum. Sit to Nat

→ LPC 6pp wed 6/16, 7:30 HDC. NL to write Core letter, agenda, hearing, etc ck by

BB has not talked to NCP on Contract w/ REDAP

WTS

Kunz.
Beer on annual election. - ~~Hewitt~~ Trustee, elect 750 votes

State of Fin Express: Motion (KL) DB seconded, Passed unanimously

→ BB called by LK, resigning due to health. will send note. Gift of his number FIND
Replacement? Petty Trustee? ST will contact NL. BB Both Cemetery

INGRAM

Fed-Id
62-1746696

INVOICE

REMIT TO

Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384 7616
1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BATCH
60200180	05	19	[illegible]	[illegible] LP

ORDER ENTRY	ACCOUNT	PAGE	TAX
C82MTPLP	20G2351	1	

018

DUNS 12-159-9042

SOLD TO 20G2351
BOYLSTON PUBLIC LIBRARY
BMARC ADULT
695 MAIN ST
BOYLSTON, MA 01505-1308

SHIP TO 20G2351
BOYLSTON PUBLIC LIBRARY
BMARC/ADULT
695 MAIN ST
BOYLSTON, MA 01505-1308

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY Ordered	QUANTITY Shipped	T/C AUTHOR	TITLE				UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC	EXTENSION
1	1	BROWN D	EXECUTIVE INTENT	0394	R	9780061560859	.00	N/C	.00	.00
		PO	032610							
1	1	HUSTON	FALCON 7	0711	R	9780312364328	.00	N/C	.00	.00
		PO	032610							
1	1	PRESTON	FEVER DREAM	0520	R	9780446554961	.00	N/C	.00	.00
		PO	032610							
1	1	GRUBER	GOOD SON	0422	R	9780805091281	.00	N/C	.00	.00
		PO	032610							
1	1	GIFFIN	HEART OF THE MATTER	0711	R	9780312554163	.00	N/C	.00	.00
		PO	032610							
1	1	STEWART	HUSBAND & WIFE	0394	R	9780061774508	.00	N/C	.00	.00
		PO	032610							
1	1	MCNEIL	NEEDLES & PEARLS	3048	Q	9781401341299	.00	N/C	.00	.00
		PO	032610							
7	7	INGRAM	9999999 BRANCH LABEL	8899	C		.00	N/C	.00	.00
		PO	032610							
7	6	INGRAM	9999999 FULL PROCESSING-CATALO	8899	C		.00	N/C	.00	.00
		PO	032610							
7	7	INGRAM	9999999 FULL PROCESSING-PROCES	8899	C		.00	N/C	.00	.00
		PO	032610							
1	1	INGRAM	9999999 LAMINATED PB COVERS 15	8899	C		.00	N/C	.00	.00
		PO	032610							
	7		Retail: 186.16			SubTotal:	.00			.00
			Chambersburg FedEx Ground Hartford			Shipping/Handling:				.00
				#Ctns	1	Weight 8.16 Lbs				
						** Total **				.00

INGRAM

Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384-7616
1-800-937-5300 option 1

If prepaid, please disregard. If paying by Invoice, please cut along dotted line and return lower portion with payment.

OE # C82MTRLR

ACCOUNT # 20G2351

INVOICE # [illegible]

INVOICE DATE 5/19/2010

AMOUNT DUT .00

BING1 1301AV30

goo 4/ WL + SS:

Dirs of Trustee appl: DBS; Christie Stille ?

WL. Have them check BRs; Cole - pledge need from Cole, Kuk
Cook Soup dream, "Go" Greiman", get a wb card, TSC
8 dealers come, $100 ea BR - photos by JP to come
Bunnies needs a +y letter from Trustees

→

NL on TH+ Peppers quarters, contract

SS-wl: open to all + kids, Invitations any Board members Fri, all
Excited. All donors need writers, Pdn, Trade, NL post Trustees
Film Bd numbers. WL also assign a mini + vid makers, Jan 12-Jul
to get work + 6-8 written/narrated stories & a program.
Public write like Grail Family. Cabin Cook, Fifth Dept,
Hist Soc, etc. PR's Family
Public TV; WIMC, websites, Bunnies

Gifts
Funds - portrait of 2 kids - framed by Nicole Savoy. 2 months to do
EBT - Library: Sleepy Chester, Frumpton, & Strawberry from 31 pix.
Laura will e-m BB on addr

Website
Background - Gail study

Contract
Gail study that w+SS will be content of TH+ Peppers

H+S
.26C minimum.

Photo's
say, Ben's contacts

Quilt blocks
by St, anyone signs one. Assemble after - mail
meet again Sats, 7/[illegible] 6:30

Wdj 9C5

EBT, Film Funds. Donations in kind

America's Best Colleges
EXCLUSIVE RANKINGS

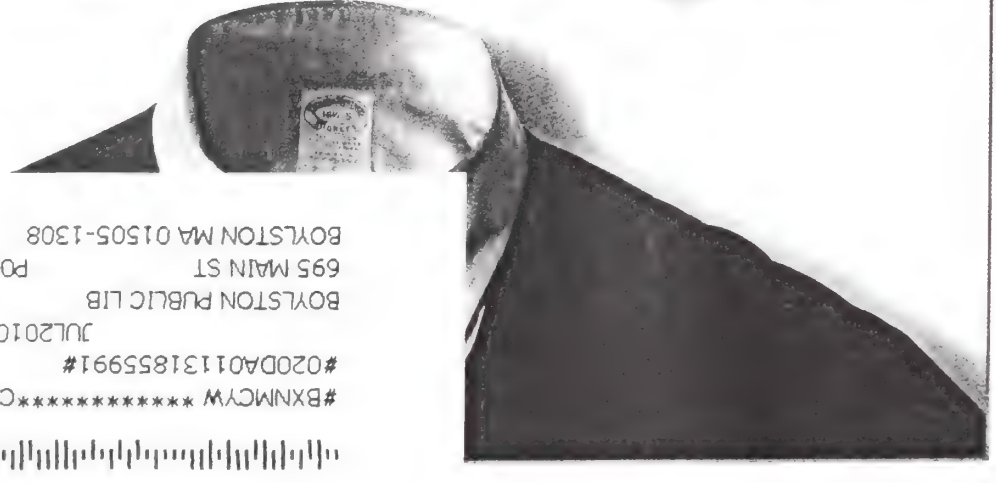
U.S.News & WORLD REPORT
www.usnews.com
September 2009

SOLVING THE COLLEGE CRISIS

DIPLOMAS MEAN MORE THAN EVER, BUT COSTS AND DROPOUT RATES KEEP RISING

PLUS:
SMART WAYS TO PAY FOR YOUR EDUCATION

DOES THE SAT STILL MATTER?



#BXNMCYW **********CR LOT 017AA**R-004
#020DA011318559991# US2718
JUL2010
BOYLSTON PUBLIC LIB 00185
695 MAIN ST P001183
BOYLSTON MA 01505-1308
879
123

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Friday, June 04, 2010 5:08 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); Sarah Scheinfein (scheinfein@charter.net); 'Sue Therriault (E-mail)'; Wendy Lonstein (wenlon@verizon.net)

Subject: BPL: Minutes of Meeting of June 2, 2010

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Minutes of
Special Meeting
June 2, 2010

Attendees:
Brad Barker, David Bottom, Ken Linell, Richard Reardon, Susan Therriault, and Nick Langhart, director
Guest:
Jean Therriault

Call to Order:
Chair Brad Barker called the meeting to order at 7:55 pm.

Brad moved *that the Trustees accept the recommendation of the LPC to approve the new design for the exterior entry door shown on plans dated June 2, 2010, page 2, labeled 'C' in lieu of the design shown in the* Feasibility Study and Master Plan for Renovation *by R.E. Dinneen, Architects & Planners, dated December 17, 2009.*
Seconded by Susan Therriault and passed unanimously.

Ken moved *that the Trustees authorize payment of $100 to the West Boylston Insurance Co. for the annual treasurer's bond to run from June 10, 2010 to June 9, 2011.*
Seconded and passed unanimously.

There being no further business, the meeting was adjourned at 8:05 pm.

Respectfully submitted,

Nick Langhart, Director

HASSLE FREE FORM FOR BOOK AUDIO DISCREPANCY RETURNS REPORT

BOYLSTON [illegible] LIBRARY
BMARC/PIT[illegible]
695 MAIN [illegible]
BOYLSTON, MA
01505 1302

All discrepancy returns MUST be accompanied by this form and MUST be returned within 30 [illegible] from date of this packing list. When you are reporting discrepancies rather than returning a [illegible]ct, i.e. ... shortage, discount errors, etc. ... send this form to Customer Service. Be sure the discrepancy return/report listed on this form concerns the titles on previous page(s), since a copy of the appropriate packing list must accompany a Hassle Free return. If you are unable to send this packing slip or a copy, please contact Customer Service. RETURNS RECEIVED THAT DO NOT FOLLOW THE ABOVE INSTRUCTIONS WILL BE RETURNED TO YOU AT YOUR EXPENSE. Defective Book and Audio Products are an exception to above instructions. Returns for these products do not require a proof of purchase and are not restricted to a time limit.

INGRAM

1210 INGRAM DRIVE
CHAMBERSBURG, PA. 17201

20G4775

CUT ALONG LINES

BE SURE TO INCLUDE THE ABOVE RETURN LABEL ON YOUR CARTON

STOCK STATUS CODES

CANC - Canceled
FTR - Future Release-Waiting for On Sale Date
NOP - Not Our Publication
NYR - Not Yet Received
N/S - Not Stocked
OP - Out of Print
OSI - Out indefinitely at Publisher
OS - Out of Stock at Publisher
O/S - Out of Stock at Ingram
PPD - Postponed
PTO - Print-To-Order, title shipping separately
REM - Remaining
SLSH - Slash
S/W - Secondary Warehouse
UNAV - Unavailable
1SRC - One Source

PROBLEM CODE

1. DAMAGED - (Initially received in damaged condition)
2. TITLE CODE ERROR - (Incorrect title ordered)
3. PULLING ERROR - (Please specify title received and title billed)
4. SHORTAGE - (Please indicate number of cartons received)
5. QUANTITY ERROR - (Please indicate number of cartons received)
6. CARTONS DAMAGED OR LOST IN TRANSIT - (Call Customer Service Immediately)
7. CARTONS RECEIVED THAT WERE NOT ORDERED - (Call Customer Service Immediately)
8. OTHER - (Please explain) _____
9. DEFECTIVE (Please describe) _____

OTHER ABBREVIATIONS

B (In BO Column) - Backorder
IPS - From Ingram Publisher Services

ACTION CODE

A. Title being returned
Please credit my account

B. Title being kept
Please credit all my account

C. Shortage
Please credit my account

D. Title not billed, no credit due

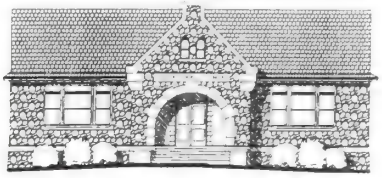
Please fill in appropriate boxes for proper credit. Please list the item(s) returned and use the appropriate problem code and action code, as stated above. MUST list the TITLE CODE OR ISBN to receive proper credit.

DATE OF RETURN	YOUR CLAIM OR P.O. NUMBER	SHIP TO OR ACCOUNT NUMBER

QTY ORDERED	QTY RECEIVED	QTY SHORT	QTY RETURNED	TITLE	TITLE CODE OR ISBN	LIST PRICE	DISCOUNT	PROBLEM CODE	ACTION CODE

Include the form in your return carton. Return the carton to the warehouse on the label. Affix your return label (located at the top right hand corner on the same side of this packing list) to the carton containing this form and indicate the number of cartons being returned. Returns must be Prepaid.

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

BOYLSTON PUBLIC LIBRARY
Board of Trustees, BPL Foundation Board, Friends of the Library
Meeting Agenda
for
Wednesday, May 5, 2010, 7:00 pm

Call to Order

Minutes of April 14, 2010

Correspondence

Treasurer's report
For deposit: $700 check from Intel Matching Grant Program

Foundation report
Sarah Scheinfein

Friends report
Wendy Lonstein

Budget status
FY'10 wages and expenses reconciled with Town Accountant

Director's report
Howley memorial gifts acknowledged; $191.74 now billed and paid
CMRLS meeting on Inter-library loan changes
Paula's printer replaced, $165 installed

Old Business

New Business
Plans for Memorial Day activities
Paula's event, Sept 18 at Tower Hill

Adjournment

Attachments
Minutes of April 14, 2010
Librarian's report for April
Children's Room report

5/3/2010

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Friday, April 30, 2010 4:22 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); Sarah Scheinfein (scheinfein@charter.net); 'Sue Therriault (E-mail)'; Wendy Lonstein (wenlon@verizon.net)

Subject: BPL: Agenda of joint meeting with Foundation Board, Friends Officers

BOYLSTON PUBLIC LIBRARY
Board of Trustees, BPL Foundation Board, Friends of the Library
Meeting Agenda
for
Wednesday, May 5, 2010, 7:00 pm

Call to Order

Minutes of April 14, 2010

Correspondence

Treasurer's report
For deposit: $700 check from Intel Matching Grant Program

Foundation report
Sarah Scheinfein

Friends report
Wendy Lonstein

Budget status
FY'10 wages and expenses reconciled with Town Accountant

Director's report
Howley memorial gifts acknowledged; $191.74 now billed and paid
CMRLS meeting on Inter-library loan changes
Paula's printer replaced, $165 installed

Old Business

New Business
Plans for Memorial Day activities
Paula's event, Sept 18 at Tower Hill

Adjournment

Attachments
Minutes of April 14, 2010
Librarian's report for April
Children's Room report

KATUN

Technical Test Pattern

Bob P.

Today's plain paper copiers consist of complex optical mechanical and diagnostic systems
6 PT

Today's plain paper copiers consist of complex optical, mechanical, and
8 PT

Today's plain paper copiers consist of complex optical, me
10 PT

Today's plain paper copiers consist of complex o
12 PT

Today's plain pa ers consist of co
14 PT

Today's plain opiers consist
16 PT

©1996 KATUN CORPORATION

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Thursday, May 20, 2010 5:00 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); Sarah Scheinfein (scheinfein@charter.net); 'Sue Therriault (E-mail)'; Wendy Lonstein (wenlon@verizon.net)

Subject: BPL: Draft minutes of meeting of May 5, 2010

BOYLSTON PUBLIC LIBRARY
Board of Trustees, BPL Foundation Board, Friends of the Library
Meeting Minutes
for
Wednesday, May 5, 2010

Attendees:
Brad Barker, Ken Linell, Richard Reardon, Susan Therriault and Nick Langhart, director

Guests:
Sarah Scheinfein, Foundation president; Wendy Lonstein, Friends president

Call to Order:
The meeting was called to order by Brad Barker, Chair, at 7:03 p.m.

Minutes:
The minutes of the meeting of April 14, 2010 were approved as presented.

Foundation report:
Sarah announced that the Foundation's gift of $30,000 to the library renovation project, Phase 1, has been approved and funds will be transferred to the Town Treasurer's Gift Account just prior to approval of a contract with R.E. Dinneen, Architects and Planners. The Foundation has also approved $1,200 for 2 DVD display holders to come from the 2010 Annual Appeal and c.$2,000 to print and mail three editions of the Binder. Sarah asked that a formal letter of request be sent for these last two funding requests.
$8,600 was raised in the 2010 Annual Appeal and the Foundation is waiting for requests from this account, such as netbooks, games and other needs. The next Foundation meeting will be June 23.
For display on Memorial Day, Sarah wants to prepare a three-panel poster defining the roles, responsibilities and relationship of the Board of Trustees, the Foundation and the Friends regarding the library and its operations. She is requesting defining statements from the Board and the Friends well prior to Memorial Day and she will put it together.
Sarah will be recruiting Foundation Corporators to participate in renovation Phase 2 fundraising and grant writing. She will be sending a letter to them directing inquiries to Brad Barker for participation in the marketing subcommittee of the Library Planning Committee.

Friends report:
Wendy reviewed the successful joint meeting with the Historical Society held at the library on March 28 that attracted 80 attendees largely because it became a school assignment. It will be repeated next year. The Annual Egg Hunt, held on April 2 with 170 children, was covered by the press and now attracts kids from surrounding towns. More eggs will be needed for next year. The Friends, with the Trustees, will apply to WBAC for a grant to purchase a small, portable public address system for use both inside and outside the library which is needed for events such as these.
The Memorial Day book sale is in need of volunteers for Saturday, May 29 at 2:00 to empty the attic of boxes of books and again early on Monday morning to carry them to the lawn. The prices will be $1 for one hard cover book or two paperbacks or three children's books. Early viewing (8-9 am) will be available for $20 with no gathering and holding permitted, ie, all preview purchases must be paid by 9:00 am. At 2:00 Monday, all remaining books will be taken by "More than Words" of Waltham, a non-profit that trains troubled young people in sales, sorting, selling and related retail skills. We'll promote this in the Banner and Mike Kane will be invited that

Swine Flu School Planning Workshop

November 19-20, 2009, Chicago

OBJECTIVES

Show you care. Meet your planning deadlines.
Engage staff, suppliers, students and parents.

Learn How To Plan
Make everyone a stakeholder. Spell out roles and responsibilities.

Protect Your Community
Prevent outbreaks. Test plans against your toughest challenges.

Know How To Respond
Neutralize hot spots fast. Make the right decisions faster.

Plan To Continue
Keep the learning process alive.

HIGHLIGHTS

We present a clear, easy-to-remember overview of preventing, preparedness, response and recovery.

Enough listening. Test-lab scenarios of experience.

We send you home with online action tools to help you communicate, collaborate and coordinate.

- Superintendent
- Security Director
- School Safety Coordinator

BREAK-OUT SESSIONS INCLUDE:

- Emergency Plan
- Pandemic Plan
- Communication Plan
- Privacy
- Legal Preparedness
- Expand Prevention
- Surveillance System
- Index of Suspicion
- Response
- Risk Communications
- Recovery
- Continuity Learning
- Strategies
- Recovery
- School Based
- Best Practices
- Social Distancing
- Infection Control
- Pandemic Planning

Please complete and return via **FAX to 202.280.1239**

	Govt & Academia	Delegates	Total
Full two-day workshop registration including meals	$598		
Workshop documentation	$495		
	Total Amount Due		

Register Today!

Name _____ Title _____
Organization _____
Address _____
City _____ State _____ Zip Code _____
Phone _____ Mobile _____
E-mail _____ Fax _____
Enclosed, Please find a check or money order, in the amount of $_____
Please charge my ___Visa ___Master Card ___American Express
Card Holder's Name _____
Card Number _____ Expiry Date _____
Billing Address _____
Card Holder's Signature _____

New Fields Exhibitions Inc
1101 Connecticut Avenue, NW, Sixth Floor South, Washington, DC 20036
Phone: 202.280.1240 Fax: 202.280.1239 www.newfields.com

I would like to be removed from your mailing list and no longer receive information from your company. Please remove me from your mailing list. Page 3 of 3 pages. Click to fill out and submit.

day.
We are anticipating increased donations with the Friends coupon appearing in the upcoming Binder. Brad noted that, by his analysis of door traffic counts, public events are important to library usage and circulation.

Treasurer's report:
Ken reported that of May 4, 2010, $7,278.71 was in the Trustees account. Nick asked that the last invoice for the Terrance Howley memorial, $94.21, be paid to Tantor Audio, bringing the total spent to $285.95. The three donors have been acknowledged. Nick turned over to the treasurer a $700 check from the Intel Matching Grant Program from the past volunteer work of Susan Nordgren. The treasurer's report was approved.

Budget status:
Nick received a current printout of all library accounts from the Town Treasurer on April 12 and has reconciled his accounts. Ken mentioned that the Wa!Mart Foundation makes grants to organizations that serve multi-town populations and asked if we could identify how many out-of –town patrons we serve; perhaps we would qualify. It was noted that the library's FY'11 operating budget passed the Annual Town Meeting at $152,940 as expected.

Director's report:
The merger of CMRLS and the 5 other regional libraries into the Mass Library System and its impact on inter-library loans was discussed.
The printer on Paula's staff computer had to be replaced. It cost $165 installed.

Old Business:
Ken has talked with Bruce Symons, head of the Historic District Commission, regarding Phase 1 work on the entrance. Bruce will be invited to the LPC meeting scheduled for June 16 at 6:30. Nick will invite him. Then we will ask to be on the next HDC agenda to present plans for HDC approval.

New Business:
The plans for Memorial Day were discussed. Mike's Moonwalk Rentals will be donating an inflatable which will be set up early and the Trustees will supervise. At 9:00 is Katie's Race and the start of the book sale. Trustees will need tables (on hand); 250 balloons and 800 adhesive stickers will be contributed by the Therriaults. We will ask Cheryl Newcomb for use of a helium tank. Extra copies of the Binder will be available for distribution. Sarah's Board/Foundation/Friends chart will be displayed as well as the renovation floor plans. The Foundation will be soliciting for the Annual Appeal. Sarah will ask Lynn for use of her canopy tent [unavailable]. Judy Pugh will be taking pictures.
Brad discussed plans for the Beautification Day grounds clean-up activity scheduled for 9:30-1:00 on Saturday, May 22. He will place a notice in the Banner for volunteers. Nick will contact Don Parker for a brush pick-up immediately after.
The retirement party for Paula has been confirmed with Tower Hill for Saturday, September 18, 5:00 to 8:00 pm. We are estimating that her last day will be around October 1.
The LPC will be on the Selectmen's agenda for their meeting on Tuesday, June 1 to present Phase 1 plans, contract and costs. On June 7, Richard Reardon will attend the organizational meeting of the town ADA committee.

Adjournment:
There being no further business, the meeting was adjourned at 8:45 pm.

Respectfully submitted,

Richard Reardon, Secretary

ATTN: LIBRARIAN / MEDIA SPECIALIST

AMERICAN HISTORY DVDs

30 minutes each, grades 5 - 12

☐ **A Century of Flight** (COF-007)
From the Wright Brothers to Charles Lindbergh; from the DC-3 to the F-117: the 20th century has been defined by great aircraft and their pilots.

☐ **Westward Expansion** (WEXP-045)
The westward expansion of the United States has become a symbol of the nation as a whole. In less than two centuries since its independence from British rule, America grew from its original thirteen states to fifty. With each push westward, tales of extraordinary challenges and endeavors emerged. In its wake, the movement left a timeline of conflicts and larger than life characters that we should never forget.

☐ **Mount Rushmore** (MTRSH-016)
Mount Rushmore is a tremendous American achievement. It is an artfully carved testament to the American ideals of freedom, liberty, and justice. The faces of four of America's most revered leaders, forever etched in stone, tower over South Dakota's majestic Black Hills.

This DVD presents the complete story of Mount Rushmore. It chronicles the memorial from its conception through its completion. It tells the story of the men who built it and the nation that has admired it ever since.

☐ **Statue of Liberty** (SOL-040)
The Statue of Liberty is an American icon. A symbol of freedom. Follow Lady Liberty from her creation in France, to her reformation in 1986, and learn what she means and represents today.

☐ **The Industrial Revolution** (IREV-002)
The innovations that marked the transition of the world from an agricultural community to an industrial one started in 18th century England. The Industrial Revolution quickly spread through Europe and The United States.

The people behind the Industrial Revolution were ingenious and clever. They sparked an era of experimentation and creativity that has not yet ceased in modern times. Learn about the struggles and triumphs that led the world to the discovery of the steam engine, the automobile, and the computer.

☐ **Reconstruction of the United States** (RECON-001)
Reconstruction in United States history refers both to the period after the Civil War when the States of the breakaway Confederacy were re-integrated into the United States of America, and to the process by which this was accomplished.

Northern moderates and radicals alike agreed that for the war to be declared a victory, 3 points had to be achieved: the Confederacy had to be truly dead, slavery had to be truly dead, and the possibility of either being revived had to be eliminated. How to achieve these three goals and who would decide when they were achieved, caused great controversy. From the point of view of Radical Republicans, reaching these goals was an essential part of the destruction of the Slave Power and necessary to guaranteeing perpetual union, as well as a solution to the problem of the Freedmen.

Previews available online: http://www.waprograms.com

Order Toll-Free 1-866-691-1996 or Fax Your Purchase Order to 1-866-444-4681

Mail Your Order to: Worldwide Academic Programs

P.O. Box 95393 Las Vegas, Nevada 89193

Only $24.95 each Add $3.95 S&H Per Order

Order online: www.waprograms.com

If you have received this fax in error please fax us at 1-877-290-1522 with your fax number to be removed from our list. The recipient may make a request to the sender not to send any future faxes and that failure to comply with the request within 30 days is unlawful.

BOT NOTES ★ MAY 5, 2010

BB
KL
RR
ST

SS
WL

CTO: 7@3

Minutes MSP

Fdn Report

$30K for Ph 1 gift
Builder funding 2-3? 2009 final appeal / need formal req
DVD spinners

N

Memorial Day - like a Tri-fold poster for display on BOT, Fdn + Friends' Need copy for BOT + Fnds TO BE SENT PRIOR TO MEM DAY

next Fdn mtg 6/23. $6,600 on final Appeal.

Phase 2 on fundraising - anyone want my to grant-write to see BB for the marketing sub-comm of EPC. SS sending letter to Corporators re: BB contact info. status of networks, etc from Fdn's PR --

Sat 5/22 930 beautification day - mail to Fdn letter.

Friends Rpt

Sat prior to Mem Day - bks out + Mem-Mem.
Hist Soc mtg w/ EC - will ~~expand~~ repeat next year. NOW
Need eggs for egg-mint, very accepted + fun attracts kids from other towns.
PA system app joint w/ BOT to use BAC
Book sale. prior. early view for B-A. "more than words", weathem, will take each sale. prior. early view for B-A. "more than words", weathem, will take all bks for tracked kids. 2nd if van to take all, will promote, in Banner.
Judy Pugh to photo, will write mtn Home. Details of parking, parties, etc
wishlist of Fnds dem/no coupon, Hoping Builder coupon helps.

on Builder contents - summary

Treasurer's rpt

Note from Comm Bank on 16th $7,278.21 as of 5/4
Hawley Harley bill for $94.21. (Tobell on Harley 265 45) MSP Treas rpt
Budget Stetler accept Gretchen w/ Tom Accord w/ all funds
KL - on walmart's gifts to orgs that serve - multi-tn pops - ebook

HASSLE FREE FORM FOR BOOK AUDIO
DISCREPANCY RETURNS REPORT

BOYLSTON PUBLIC LIBRARY
BMARC/CHILDRENS
695 MAIN ST
BOYLSTON, MA
01505-1308

All discrepancy returns MUST be accompanied by this form and MUST be returned within 30 days from date of this packing list. When you are reporting discrepancies rather than returning a product, i.e. ... shortage, discount errors, etc. ... send this form to Customer Service. Be sure the discrepancy return report listed on this form concerns the titles on previous page(s), since a copy of the appropriate packing list must accompany a Hassle Free return. If you are unable to send this packing slip or a copy, please contact Customer Service. RETURNS RECEIVED THAT DO NOT FOLLOW THE ABOVE INSTRUCTIONS WILL BE RETURNED TO YOU AT YOUR EXPENSE. Defective Book and Audio Products are an exception to above instructions. Returns for these products do not require a proof of purchase and are not restricted to a time limit.

INGRAM

1210 INGRAM DRIVE
CHAMBERSBURG, PA. 17202

20G2768

CUT ALONG LINES

BE SURE TO INCLUDE THE ABOVE RETURN LABEL ON YOUR CARTON

STOCK STATUS CODES

CANC - Canceled
FTR - Future Release-Waiting for On-Sale Date
NOP - Not Our Publication
NYR - Not Yet Received
N/S - Not Stocked
OP - Out of Print
OSI - Out Indefinitely at Publisher
OS - Out of Stock at Publisher
O/S - Out of Stock at Ingram
PPD - Postponed
PTO - Print-To-Order, title shipping separately
REM - Remaining
SLSH - Slash
S/W - Secondary Warehouse
UNAV - Unavailable
1SRC - One Source

PROBLEM CODE

1. DAMAGED - (initially received in damaged condition)
2. TITLE CODE ERROR - (incorrect title ordered)
3. PULLING ERROR - (Please specify title received and title billed)
4. SHORTAGE - (Please indicate number of cartons received)
5. QUANTITY ERROR - (Please indicate number of cartons received)
6. CARTONS DAMAGED OR LOST IN TRANSIT - (Call Customer Service Immediately)
7. CARTONS RECEIVED THAT WERE NOT ORDERED - (Call Customer Service Immediately)
8. OTHER - (Please explain)_____
9. DEFECTIVE (Please describe)_____

OTHER ABBREVIATIONS .

B (In BO Column) = Backorder
IPS = From Ingram Publisher Services

ACTION CODE

A. Title being returned
Please credit my account

B. Title being kept
Please credit/bill my account

C. Shortage
Please credit my account

D. Title not billed, no credit due

Please fill in appropriate boxes for proper credit. Please list the item(s) returned and use the appropriate problem code and action code, as stated above
You MUST list the TITLE CODE OR ISBN to receive proper credit.

DATE OF RETURN	YOUR CLAIM OR P.O. NUMBER	SHIP TO OR ACCOUNT NUMBER

QTY ORDERED	QTY RECEIVED	QTY SHORT	QTY RETURNED	TITLE	TITLE CODE OR ISBN	LIST PRICE	DISCOUNT	PROBLEM CODE	ACTION CODE

Include the form in your return carton. Return the carton to the warehouse on the label. Affix our return label (located at the top right hand corner on the same side of this packing list) to the carton containing this form and indicate the number of cartons being returned. Returns must be Prepaid.

The New Busy think 9 to 5 is a cute idea. Combine multiple calendars with Hotmail. Get busy.

Budget passed at ATM for FY '11 as acquitted.

Dir Rpt
list

OB KL on Bruce, of HDC - wants to come to LPC. (BOT 6/9) - set for 6/16
& invite BS to come. 6:30

NB moonwalk. 9:00 race. 9:00 Booksale. moonwalk pkn to 9:00
Find if needs the asphalt or grass. Rope off pkg lot Sunday?
8:00 Monday for BOT - tables, 250 balloons needed; 300 stickers (ahorn.)

Helium tank from CN. Binder - 4 for copies to give.
Flo's org chart. Floorplans of renovation. BP to take pics.
BPL Fdn Small Fund solicitation. SS to ask Lynn B for text
Use A-frame sign bd.

Beautification Day clean up - for Monday Banner - BB wants at 9:30 5/22 to 1:00 pm.
list of tasks sent to him on SAT. Weekends ~~to be~~ that need to be volunteered.

Contact D. Parker on brush pick-up after 5/22 clean.

Ty pty for PP 9/18 Sat 5-8 pm
~~3 to 8 pm~~
ask for afternoon
apps: chair + wine -
last day 10/1 or so for PP

6/7 10 am, RR to go to org mtg of ADA committee
C/I Selectmens' mtg for LPC permission - no confirmation.

8:45 Adj

WORKFORCE
CENTRAL
CAREER CENTER

Veterans & More Job Fair 2010

Veterans are honored. All are welcome!
Open to the general public!!

30+ Employers Expected!

- Health Care
- Transportation
- Warehouse Distribution
- Manufacturing
- Security/Law Enforcement
- Human Services
- Telecommunications
- Banking/Financial
- Customer Service
- Administrative/Clerical
- Engineering
- Retail/Sales
- Training
- And Much More!

Friday, April 16, 2010
10:00 a. m. - 2:00 p. m.
Auburn/Webster Lodge of Elks
754 Southbridge Street, Route 12
Auburn, MA 01501

Bring copies of your résumé and dress to be successful!

Operated by the Worcester City Manager's Division of Workforce Development in partnership with the Massachusetts Division of Career Services.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

www.workforcecentralma.org

MASSACHUSETTS ONE-STOP CAREER CENTERS

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Agenda
Wednesday, April 14, 2010, 7:00 p.m.

Call to Order

Minutes of March 10, 2010

Correspondence
HDC: Bylaws of the Historic District

Treasurer's report
Report on memorial gifts for Terrance Howley

Budget status
Selectmen approve FY'11 budget for $152,940 on 4/5, w/o automation
Annual Town Meeting warrant received

Director's report
Reorganization of Reading Room by Paula
3/24: CMRLS mtg on reorganization in Fitchburg
3/31: Friends program with Historical Society a success
4/2: Thanks to Friends for best Egg Hunt ever!
4/7: Schedule for Binder publication with Foundation funding

Old Business
Report on LPC meetings of 3/17, 3/31 & 4/7

New Business
Memorial Day plans: Trustees and Mike's Moonwalk Rentals
Paula leaving

Adjournment

Attachments:
Minutes of March 10 & 31 meetings
Librarian's report for March
Children's Room report

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505
508-869-2371

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Wednesday, April 14, 2010

Attendees:
Brad Barker, David Bottom, Ken Linell, Susan Therriault and Nick Langhart, director

Minutes:
It was moved and seconded to accept the minutes of the regular meeting of March 10 and those of the special meeting of March 31 as presented.

Correspondence:
The by-laws of the Historic District Commission have been received and will be passed on to the LPC.

Treasurer's report:
The account balance as of March 12 is $8,920.18.
Nick reported that 3 descendents of Terrance Howley have each donated $100 for library materials and Paula has selected items reflecting his interests. These checks have been given to the treasurer.
It was **Moved** and seconded to use the Trustees account for the cost of the Howley memorial purchases. **Passed unanimously.**
It was decided to acknowledge these and other gifts recently received in the upcoming issue of the Binder.

Budget status:
The printed warrant for the May 3 Annual Town Meeting has been received and shows $152,940 for FY'11 library expenses.
The current budget was discussed.

Director's report:
Paula's reorganization of the reading room was acknowledged and she was thanked.
Nick talked about the dissolution of CMRLS and the creation of the Massachusetts Library System (MLS).
The Friends were thanked for the joint program with the Historical Society on March 31 and Egg Hunt of April 2.
The contents of the Binder were reviewed; deadline for articles is now May 12.
Nick reported on his response to the MIIA Insurance loss control report
Attendance, as counted by entering/exiting, was discussed and the tabulations given to Brad for further analysis.

Old Business:
The report on LPC meetings was passed over.
Susan asked the status of the 'wish list' due to the Foundation by June. It was decided to see if a grant application for a portable sound system could be made to WBAC. Nick will pursue this.

New Business:
Memorial Day plans were discussed. The Trustees accept the offer of Mike's Moonwalk Rentals for an inflatable for use on Memorial Day. The specific item will be chosen by Mike and Nick. The Trustees also want to give away balloons; Susan and Jean will provide these. We will ask Cheryl Newcomb to loan a helium tank for the day.
It was decided to hold the second annual beautification day clean-up of the library grounds on Saturday, May 22, 9-12.

Due to Brad's absence, the next meeting of the Trustees (joint with Foundation and Friends) will be held on May 5, 2010, at 7:00 pm.
The idea of a retirement party for Paula to be held at Tower Hill in September was well received. Nick will confirm with Tower Hill.

Adjournment:
There being no further business, the meeting was adjourned at 8:30 pm.

Respectfully submitted,
Nick Langhart, Director

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505
508-869-2371

BOT Notes April 14, 2010

BB
DB
KL
ST
N

BOYLSTON PUBLIC LIBRAR
695 MAIN ST
BOYLSTON MA 01505-1308

EO 703

minutes of 3/10 + 3/31: MSP 3/10. MSP 3/31.

Correspt:
HDC by-laws dist [copy for LPC members]

Treas rpt
$ 3/12 $ 920.18 Hawley gift report: discuss on $ 300 + donation of $ — to be taken from Trustees acct
motion to use Trustees acct for Hawley gifts. bills
ty with Briclon to Hawley descendants (also visits museum, stable, carriage from CPS)
(+ $100 in past)

Budget Stats
Warrant ~~Language~~ - new word re budget
disc of Count budget

DRpt, Heust: Brinks Contracts renewed
Locks; Central report reviewed
Door cds (Stats to BB)

OB
LPC - passed over
ST: do by June to the Fdn AA list. Add small, portable sound system, neg to use BAC?

NB
BB Mem Day - makes' continuation of an inflatable - OK (+ all funds)
(to see Lakeview brochure)
CN on Helium tank? Trustees want balloons to give away - ST will buy
5/22 for clean-up day - make task list
5/5 for next BOT regular - post
PP event - see what lib would like on what day for E Dolores
Citizen of the year - DB via NL
Thrillium Sunday, hand out, shine wine
9/12/10 - call Taylor

Hell 3/8

INGRAM

INGRAM LIBRARY SERVICES INC.

FEDERAL ID: 62-1746696

STATEMENT

PLEASE MAKE REMITTANCE ONLY TO
INGRAM
P.O. BOX 277616
ATLANTA, GA 30384-7616

PLEASE MAKE REMITTANCE ONLY TO
INGRAM
P.O. BOX 277616
ATLANTA, GA 30384-7616

BOYLSTON PUBLIC LIBRAR
695 MAIN ST
BOYLSTON MA 01505-1308

DATE	CUSTOMER
01/01/2010	20G2351

PAGE 1 OF 1

DATE 01/01/2010 CUSTOMER 20G2351
PAGE 1 OF 1

1098

IF FOR ANY REASON YOU WISH TO DISPUTE AN ITEM ON THIS STATEMENT, PLEASE NOTIFY US WITHIN THIRTY (30) DAYS OF THE TRANSACTION DATE. FAILURE TO NOTIFY US UPON A TIMELY BASIS MAY RESULT IN THE WAIVER OF YOUR RIGHT TO DISPUTE THE DOCUMENT OR ANY PART THEREOF.

WE APPLY 1.5 LATE INT. ON PAST DUE INVOICES

TRAN DATE	OUR REFERENCE NUMBER	TR CD	DUE DATE	CUSTOMER REFERENCE NUMBER	SHIP TO / STORE #	AMOUNT	DISCOUNT	AG	CK
10-13-09	60136873	IN	11-30-09	POP YOUTH SERIES SO	G2768	9.88		2	
12-02-09	60150113	IN	01-30-10	10211223	G4775	10.41	.10	C	
12-04-09	60151252	IN	01-30-10	120109	G2351	230.76	2.31	C	
12-07-09	60151715	IN	01-30-10	12209	G4775	206.06	2.06	C	
12-08-09	60152197	IN	01-30-10	12209	G2768	10.05	.10	C	
12-11-09	60152754	IN	01-30-10	12209	G2768	10.95	.11	C	
12-14-09	60153098	IN	01-30-10	102809	G2351	120.85	1.21	C	
12-14-09	66094600	IN	01-30-10	10301928	G2768	9.14	.09	C	
12-18-09	60154530	IN	01-30-10	POP YOUTH SERIES SO	G2768	6.53	.07	C	
12-18-09	60154531	IN	01-30-10	POP YOUTH SERIES SO	G2768	7.49	.07	C	
12-18-09	60154537	IN	01-30-10	12209	G4775	8.81	.09	C	
12-28-09	60155877	IN	01-30-10	POP YOUTH SERIES SO	G2768	31.73	.32	C	
12-28-09	60156527	IN	01-30-10	POP YOUTH SERIES SO	G2768	32.73	.33	C	
12-29-09	60156692	IN	01-30-10	120109	G2351	169.51	1.70	C	
12-29-09	60156923	IN	01-30-10	POP YOUTH SERIES SO	G2768	6.31	.06	C	
12-30-09	66096857	IN	01-30-10	12209	G4775	8.81	.09	C	

OUR REFERENCE NUMBER	AMOUNT	CK
60136873	9.88	
60150113	10.41	
60151252	230.76	
60151715	206.06	
60152197	10.05	
60152754	10.95	
60153098	120.85	
66094600	9.14	
60154530	6.53	
60154531	7.49	
60154537	8.81	
60155877	31.73	
60156527	32.73	
60156692	169.51	
60156923	6.31	
66096857	8.81	

* * FUTURE ITEMS ARE NOT INCLUDED IN THE TOTAL AMOUNT * *
* * DUE AND SHOULD NOT BE DEDUCTED FROM THAT AMOUNT. * *

PAGE TOTAL 880.02

PAGE TOTAL 880.02

AG F TOTAL FUTURE	AG C TOTAL CURRENT	AG 1 TOTAL 1 - 30	AG 2 TOTAL 31 - 60	AG 3 TOTAL 61 +	AG R TOTAL CREDITS	TOTAL ACCT BALANCE	AVAILABLE DISCOUNT
.00	870.14	.00	9.88	.00	.00	880.02	8.71

TOTAL AMOUNT DUE: 880.02 TOTAL AMOUNT DUE = (TOTAL CURRENT + TOTAL PAST DUE - TOTAL CREDITS)

CURRENT AVAILABLE DISCOUNT:	8.71
CURRENT AMOUNT DUE:	880.02
TOTAL AMOUNT PAID	

DISCOUNT DOES NOT APPLY TO IPS ITEMS, MARKED WITH AN *. DISCOUNT AVAILABLE WITH PAYMENT BY THE 10TH.

TR CD IN=INVOICE CS=UNAPPLIED CASH LIC=LATE INTEREST UED=UNEARNED DISCOUNT DAD=DENIED CLAIM CM=CREDIT MEMO DM=CUSTOMER CLAIM ADV=COOP ADV

PLEASE SEND CORRESPONDENCE TO
83 INGRAM, ONE INGRAM BOULEVARD, LA VERGNE, TN 37086-3629
(615) 793-5000 (800) 937-8100 FAX (615) 213-6519

ARLS1 - 12/10/98 - KD

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Special Meeting Minutes
Wednesday, March 31, 2010

Attendees:
Brad Barker, Ken Linell, Richard Reardon, Susan Therriault and Nick Langhart, director

Call to Order:
The meeting was called to order at 7:00 p.m. by Brad Barker, Chair.

The purpose of this special meeting was to prepare a response to the Selectmen's request made in a meeting on March 22, to reduce the FY'11 library expense budget to level funding, ie, $46,688 rather than the $51,350 approved by the Trustees on December 17, 2009 and presented to the Finance Committee on February 3 that included costs for full C/W MARS membership. We are to meet again with the Selectmen on April 5.
At the March 22 meeting, it became clear that full automation could not be afforded in FY'11 but that a 2% wage increase was anticipated for all town employees.

With this information, Nick presented to the meeting a revised budget with wages at $105,470 and expenses at $47,500 for a total of $152,970. This figure was determined to reflect the wages +2% and no automation increase, but expenses set high enough to avoid the need for an application for deficient Municipal Appropriation Requirement (MAR) in FY'11, the minimum of which is $152,937.

Brad explained that the Selectmen will be expecting a budget total of $152,158 (wages, 105,470; expenses, $46,688). There followed a discussion of whether to level fund expenses in the revised FY'11 submission or to request the $812 additional in expenses as Nick's draft indicated.

It was moved by Brad and seconded by Susan Therriault:
"To revise the proposed FY2011 budget draft of March 23 to a total of $152,940 [wages, $105,470; expenses, $47,470] for submission to the Selectmen at their meeting of April 5, 2010".
The motion was passed unanimously. [The motion adds $782 to the expenses total.]

Were this budget to be accepted by the Selectmen for inclusion in the warrant for the May 3 town meeting and approved, it would be a 2% budget increase overall and would avoid the need for a MAR waiver in FY'11 and FY'12 as well.

Brad will email this motion to the Town Administrator tonight and Nick will deliver a fully revised budget on spreadsheet by April 2.

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505
508-869-2371

WORKFORCE CENTRAL CAREER CENTER

Donald H. Anderson, Director

MASSACHUSETTS ONE-STOP CAREER CENTERS

Spring, 2010

Hello, Community Partners.

Workforce Central Career Center is having a major job fair with **more than 30 participating employers** and a wide range of employment opportunities. This **Veterans & More Job Fair** gives special recognition to our veterans, but is **open to all.**

The Job Fair will be held on Friday, April 16 off-site in Auburn to accommodate the large number of job seekers and employers participating. You'll find the details in the attached flier.

Once again, thank you to all for your recruitment assistance.

Sincerely,

Sheila A. McMahon

Sheila A. McMahon
Marketing/Community Services Coordinator

Attachment

SPECIAL BETT 3/31/10 on budget revision 6:30

BB
KL
RR
ST
N

CTO 7:00 To discuss revised FY'11 budget

$152,158 selectmen want (2 off 20% subs + last yr's exps)

Discuss whether to "level fund" exps or req $12 more - as per NC's comment.

ST - level fund and Ask for $12 to avoid re-cut exp add to progs + lib materials.

Level fund was consensus - ok not..

BB - $12 decided to program libraries ST - thanks a week

motion: to revise budget proposal of 3/23 to $152,940 for submission to Selectmen. BB, send ST. passed unanimously (on April 5, $782 over level-fund)

will not mail MAR memo for FY'11 or FY'12.

Wed @ 7:30

→ Send revision to NCP board-copy

BB will e-mail NCP on tonight's disc —

$152,940
- 152,158
782

AAA SOUTHERN NEW ENGLAND / POSIT SCIENCE
DRIVESHARP MASSACHUSETTS PUBLIC LIBRARY PROGRAM
GRANT APPLICATION

Ms. Sandra Patterson
AAA Southern New England
110 Royal Little Drive
Providence, RI 02904-1863

Dear Ms. Patterson,

Please accept this grant application for two CD-ROM copies, representing a total of 25 software licenses, for DriveSharp, the brain fitness software designed by Posit Science for use in the library as well as circulation to patrons. AAA Southern New England will assume the cost of shipping and handling your order.

Date of Grant Application _____

Name of Public Library _____

Address of Public Library _____
Street **City/Town** **State/Zip code**

Library Phone Number _____

Name of Library Director _____
Name **Title**

Signature, Library Director _____

Please mail this completed grant application to Sandra Patterson at the address above. Please allow 10 business days for processing / handling your grant request.

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Agenda
for
Wednesday, March 10, 2010, 7:00 pm

Call to Order

Minutes of February 11, 2010

Correspondence
- MBLC: Annual Trustee Symposium, Saturday, April 10, Wrentham P.L.
- USDA: Loans and grants announced
- Louise Rame: request referred to Foundation

Treasurer's report
- CMRLS check for $1,508 to deposit (mini-grant award to buy book set on States)

Budget status

Director's report
- Six flat-screen monitors given by Matt Mecum, 3 installed 2/19

Old Business
- Report on LPC meeting of 2/17
- Foundation grant for Phase 1 of renovation approved

New Business
- Report on circulation statistics

Adjournment

Attachments:
- Minutes of February 11 meeting
- Librarian's report
- Children's Room report
- Boston Globe: "Treasure islands at risk"

NOW IS THE TIME TO APPLY FOR FINANCIAL AID!

Help You Can Count On!

Call TERI College Planning

1-877-ED-AID-4U
(1-877-332-4348)

Visit our Website:
www.tericollegeplanning.org

Drop by a Center near you for information on: Colleges • Careers • Financial Aid • Training Programs

All Services are FREE!

Information and Advice You Can Count on!

Speak to an Education Expert

Call: 1-877-ED-AID-4U

(1-877-332-4348) or Get Help in Person

- TERI College Planning Centers in Boston, Brockton, Cambridge and Chelsea
- Located outside Greater Boston? We'll refer you to a resource in your community!

Funded by the Massachusetts Department of Higher Education, the Massachusetts Rehabilitation Commission, and TERI

TERI

www.tericollegeplanning.org

Main Center: Boston Public Library, Copley Square, Boston

Mon thru Thurs: 9am-7:30pm • Fri and Sat: 9am-5pm

All Services are FREE!

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Wednesday, March 10, 2010

Attendees:
Brad Barker, David Bottom, Ken Linell, Richard Reardon, Letty Ridinger, Susan Therriault and Nick Langhart, director

Call to Order:
The meeting was called to order at 7:02 by Brad Barker, Chair.

Approval of Minutes:
The minutes of the meeting of February 11, 2010, were approved as presented.

Correspondence:
-MBLC: The annual Trustee symposium will be held Saturday, April 10th at the Wrentham P.L. Brad, Rich and Ken may be able to attend.
-USDA: The Department of Agriculture has announced that loans and grants are available to libraries in small communities under the Recovery and Reinvestment Act of 2009. This information will be referred to the LPC and Foundation for their consideration.
-Because Louise Rame directed her request for reimbursement of capital contributions to Ken and Nick, we acknowledge receipt. The matter has been turned over to the Foundation for follow-up. There have been over 100 responses to this year's annual appeal mailed in February.
-As requested by the Town Clerk, Nick distributed copies of the state ethics commission summary of conflict-of-interest regulations to Board members.

Treasurer's report:
-As of February 12, the Trustees Account balance was $7,711.60.
-Nick turned over a $1,508 check from CMRLS for deposit; this will be used to pay for the 50 book State Series from Scholastic Publishing, as per the successful CMRLS grant application prepared by Judy Friebert.
-The planned July 1, 2010 merger of the state regional libraries was discussed.
-The Treasurer's report was approved.

Budget status:
There has been no notification from the Finance Committee on the FY2011 budget submission at this time.

Director's report:
-Matt Mecum offered to Brad that he had flat-screen monitors to donate. Six were accepted on February 19th and three have been installed. The gift has been acknowledged.
-Nick noted that circulation in February was down due to the weather and some closed days.
-Paula has deleted 148 out-dated books-on-tape and cleared the space for the growing YA collection in the Reference Room. In the Reading Room, the plan is to reduce the books-on-tape shelved there to allow expansion of the books-on-CD collection that is growing rapidly. Since the CDs take up less space, Paula will move all the new non-fiction onto south wall shelving which will allow removal of the free-standing bookcase near the east wall. In its place, we will arrange the three DVD spinners and add a fourth.
-We are composing a wish list for the Foundation Annual Appeal and the fourth CD spinner will be included among other requests.
-We are continuing to monitor entering/exiting traffic with the CMRLS door counters.
-The Board asked that YA circulation statistics be counted apart from adult figures to track growth in its usage and that storytime figures reflect the number of sessions as well as totals so these can be correlated with door counts and program activities.

Watermark Writers' Conference

Jerry Libstaff

PO Box 925

Vaughn, WA 98394

www.watermarkwriters.com

Phone: 235-884-9534

To whom it may concern,

Jan Kardys provided a workshop at Watermark Writers' Conference September 30, 2006. Her program, *How to Negotiate a Book Deal*, was well attended and response from the clients was overwhelmingly positive.

Jan worked closely with her group. Common statements were, "I got just what I needed" and "This was the greatest information I've heard".

I fully recommend Jan Kardys. She inspired our clients and was invaluable to Watermark's success in 2006. We hope to have her join us in 2007. Her Workshop has already been requested by those who were not able to attend this year.

Sincerely,

Jerry Libstaff

Old Business:
-Brad reported that the LPC met on February 17 to organize the team members for the 3 phases. On March 3, the LPC met with the Foundation board to present the phase 1 plans and to formally request $30,000 for its implementation which was subsequently approved. With the $17,000 remaining in the Article #33 account, there are sufficient funds for the budgeted entrance reconstruction and ramp repair work. The Foundation has now committed $40,000 for the master plan and phase 1 work.
-On March 17 at 6:30 pm the LPC will meet again with the Foundation board to discuss the role of the Foundation in renovation planning and long-term funding of later phases.
-The first meeting of the phase 1 sub-committee has been scheduled for March 24th.

New Business:
-Brad reviewed his statistical analysis of circulation figures from July, 2007 to October, 2009 graphed in his January, 2010 document. Reasons for the increases July to October '09 were discussed. It was decided to count the number of uses and length of time patrons use the public access computers.
-Following a discussion of future trends in library technology, Brad decided to contact Rob Maier and/or Brian Donohue at the MBLC to see what they know about library adoption of current and future technology.
-We will look into what software is available to measure computer usage.

Adjournment:
There being no further business, the meeting was adjourned at 8:35 pm.

Respectfully submitted,
Richard Reardon, Secretary

HASSLE FREE FORM FOR BOOK AUDIO
DISCREPANCY RETURNS/REPORT

BOYLSTON PUBLIC LIBRARY
BMARC/ADULT
695 MAIN ST
BOYLSTON, MA
01505-1308

All discrepancy returns MUST be accompanied by this form and MUST be returned within 30 days from date of this packing list. When you are reporting discrepancies rather than returning a product, i.e. ... shortage, discount errors, etc. ... send this form to Customer Service. Be sure the discrepancy return/report listed on this form concerns the titles on previous page(s), since a copy of the appropriate packing list must accompany a Hassle Free return. If you are unable to send this packing slip or a copy, please contact Customer Service. RETURNS RECEIVED THAT DO NOT FOLLOW THE ABOVE INSTRUCTIONS WILL BE RETURNED TO YOU AT YOUR EXPENSE. Defective Book and Audio Products are an exception to above instructions. Returns for these products do not require a proof of purchase and are not restricted to a time limit.

INGRAM

1210 INGRAM DRIVE
CHAMBERSBURG, PA. 17202

20G2351

CUT ALONG LINES

BE SURE TO INCLUDE THE ABOVE RETURN LABEL ON YOUR CARTON.

STOCK STATUS CODES.

CANC - Canceled
FTR - Future Release-Waiting for On-Sale Date
NOP - Not Our Publication
NYR - Not Yet Received
N/S - Not Stocked
OP - Out of Print
OSI - Out Indefinitely at Publisher
OS - Out of Stock at Publisher
O/S - Out of Stock at Ingram
PPD - Postponed
PTO - Print-To-Order, title shipping separately
REM - Remaining
SLSH - Slash
S/W - Secondary Warehouse
UNAV - Unavailable
1SRC - One Source

PROBLEM CODE.

1. DAMAGED - (initially received in damaged condition)
2. TITLE CODE ERROR - (incorrect title ordered)
3. PULLING ERROR - (Please specify title received and title billed)
4. SHORTAGE - (Please indicate number of cartons received)
5. QUANTITY ERROR - (Please indicate number of cartons received)
6. CARTONS DAMAGED OR LOST IN TRANSIT - (Call Customer Service Immediately)
7. CARTONS RECEIVED THAT WERE NOT ORDERED - (Call Customer Service Immediately)
8. OTHER - (Please explain)_____
9. DEFECTIVE (Please describe)_____

OTHER ABBREVIATIONS

B (In BO Column) = Backorder
IPS = From Ingram Publisher Services

ACTION CODE

A. Title being returned
Please credit my account

B. Title being kept
Please credit/bill my account

C. Shortage
Please credit my account

D. Title not billed, no credit due

Please fill in appropriate boxes for proper credit. Please list the item(s) returned and use the appropriate problem code and action code, as stated above
You MUST list the TITLE CODE OR ISBN to receive proper credit.

DATE OF RETURN	YOUR CLAIM OR P.O. NUMBER	SHIP TO OR ACCOUNT NUMBER

QTY ORDERED	QTY RECEIVED	QTY SHORT	QTY RETURNED	TITLE	TITLE CODE OR ISBN	LIST PRICE	DISCOUNT	PROBLEM CODE	ACTION CODE

Include the form in your return carton. Return the carton to the warehouse on the label. Affix our return label (located at the top right hand corner on the same side of this packing list) to the carton containing this form and indicate the number of cartons being returned. Returns must be Prepaid.

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505
508-869-2371

BOT mtg Notes March 10, 2010

BB
DB
KL
RV
LR
ST
N

CTO 702
Consepo - 3 and
dist of conflict-of-interest doc
100 donations to Fdn Annual Appeal

MBLC - New Board Inc -

Treas 2/12: $7,711.60
CMRLS
- CMRLS Crisis MSP on Treas rept

BS

DR We Cmrs monitors
drop in circ for Feb
PP's recvd + req for signature
grants of YAs — Commit
→ Shopping list for Fdn
Comptr - use stats disc
→ Staytimes count by each session to correlate w/ door counts + program activity

OB
LPC 2/17: effort to create teams. Sp Fdn mtg to value presentation on 35K for Ph I 3/3/10, w/ Act #33 funds, so we have nearly $50K. Total of $40K now advanced. For Door + Ramp work.
3/17 6:30 p.m. Joint LPC + Fdn mtg to discuss role of Fdn in near + long-term funding; how it will take place. Phone I mtg w/ follow wed 3/24

NB
Stats on circ doc (1/30/10) reviewed length
→ Can we count usage of computers? by # of use
Future trends in tech disc — BB to contact TOA mem / Brian Donahue
→ ask about software to measure computer usage

Adj @ 8:35

Chris Hagelstein
System Administration Assistant
C / W MARS, Inc.
67 Millbrook Street, Suite 201
Worcester, MA 01606
Ph: (508)-755-3323 ext 5
Fax 508 -755-3721

C / W MARS, INC.

Fax

To:	Nick. ~~David Wheeler~~	**From:**	Chris Hagelstein
Fax:	508 869 6195	**Pages:**	2
Phone:		**Date:**	1/22/2010
Re:	Wr # 100107BY	**CC:**	

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle.

David, /Nick

Your recent work request has been completed

Please sign the attached "C/W MARS WORK COMPLETION FORM" (under "Authorized Signature", and fax the form back to my attention at 508.755.3721

If you have any questions, then give us a call. I appreciate your assistance.

Thanks

-Chris Hagelstein

HASSLE FREE FORM FOR BOOK AUDIO

Materials Circulation

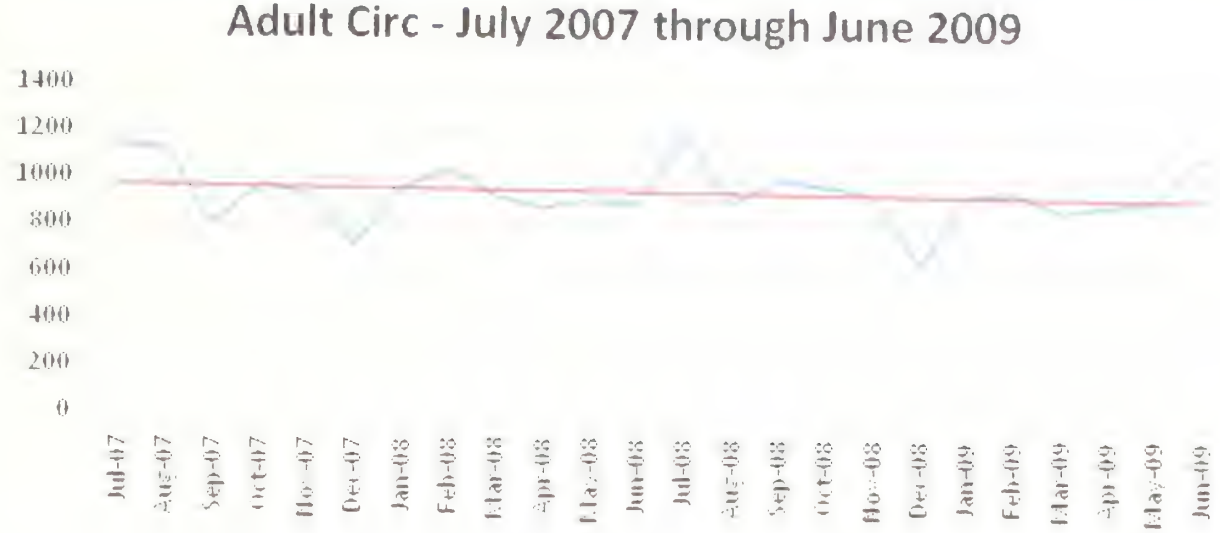
January 2010

BOYLSTON PUBLIC LIBRARY

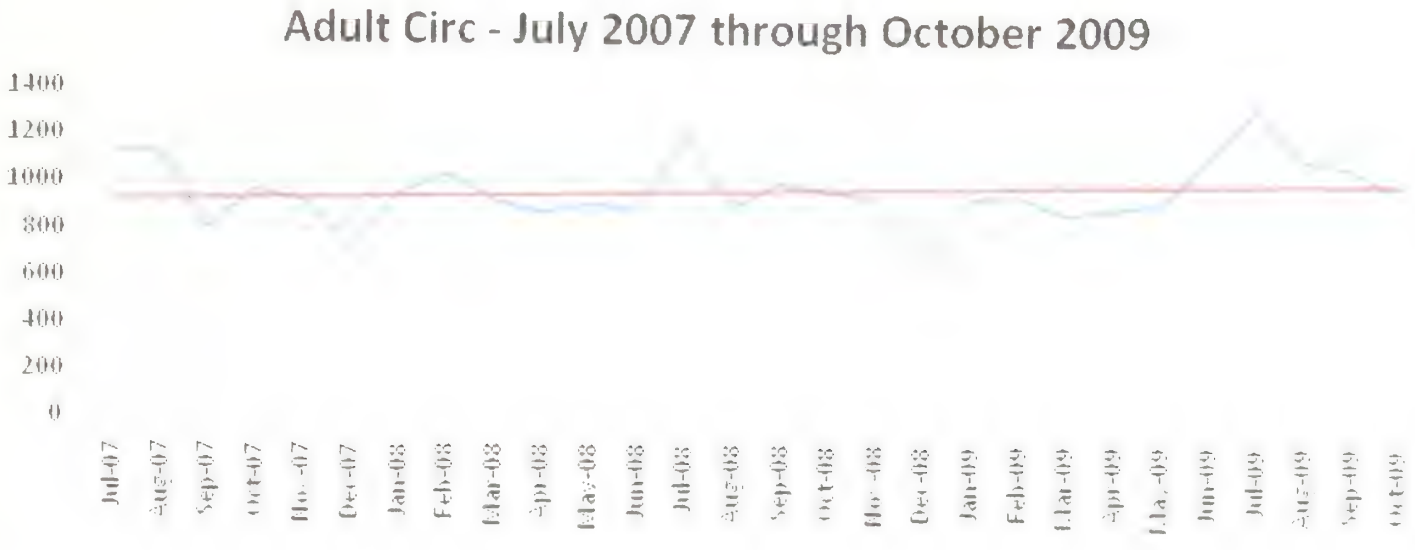
695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

Analysis of Materials Circulation - July, 2007 to October, 2009
by Bradford Barker
Janary 20, 2010

Historical Trends – Adult Circulation



The trend line indicates a slight decline in circulation over the period



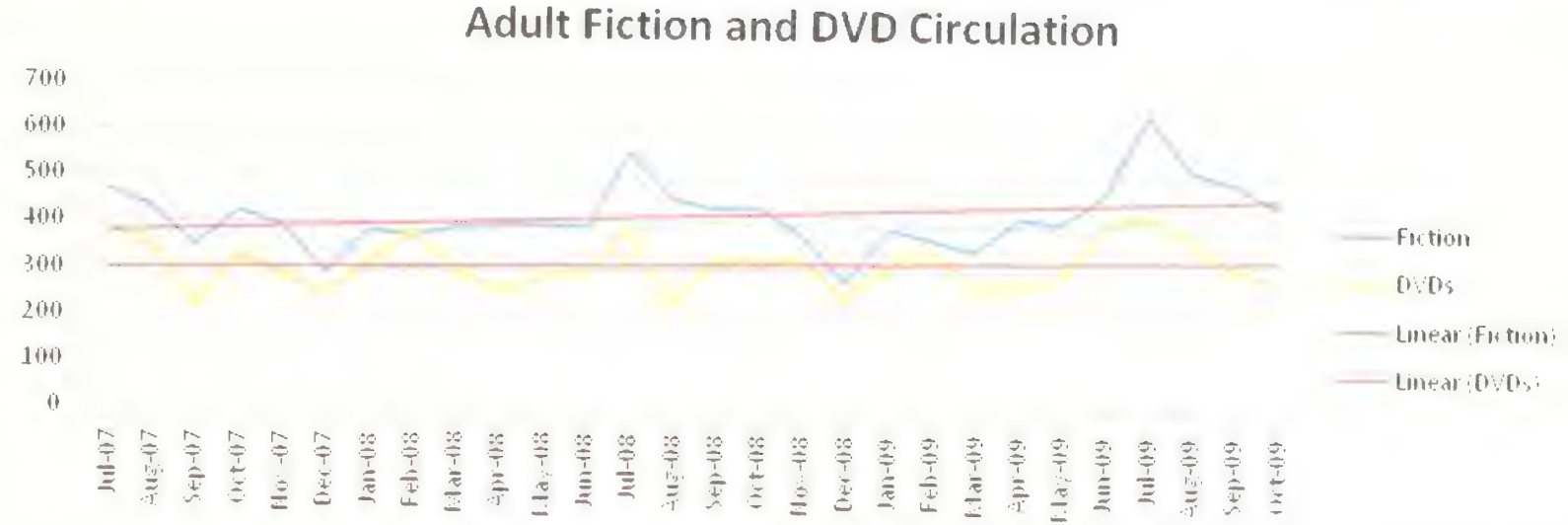
This trend line indicates a slight increase due to a sustained increase in circulation from June through October.

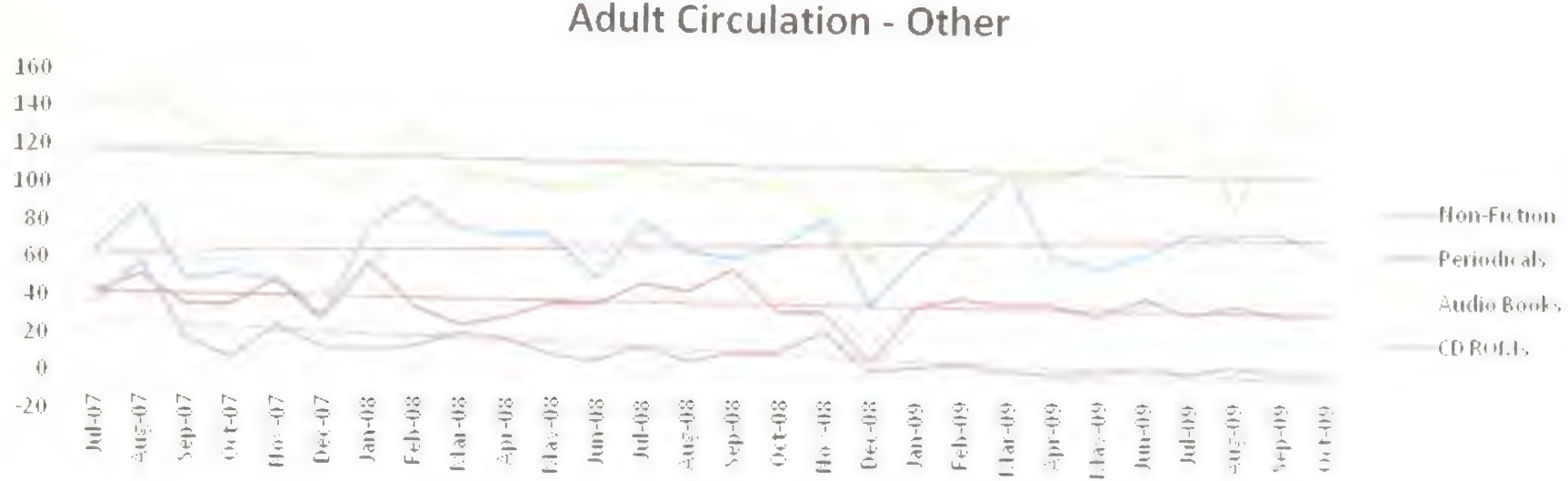
What happened to increase circulation so much since May?

BOYLSTON PUBLIC LIBRARY

695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

Adult Material Circulation





BOYLSTON PUBLIC LIBRARY

695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

Children's Circulation - July 2007 through June 2009

Flat trend line

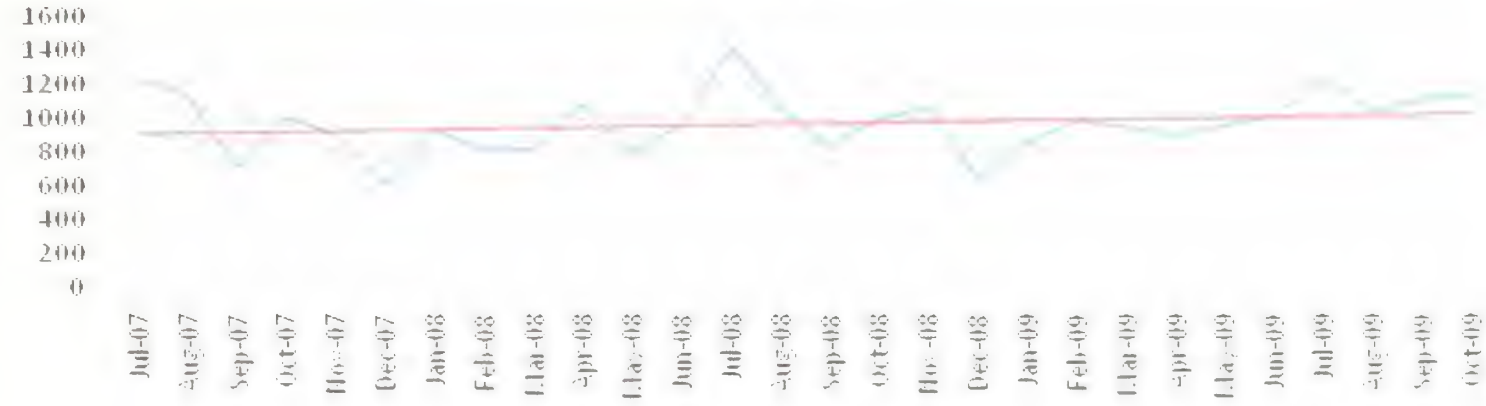
Jul/Aug 07 – SRP (80 kids); Let's Make Music program

April 08 – Tim Seston program
Big Joe program

June – Aug 08 – Jackson Gillman program
SRP (100 kids)
Cookie club cards

Oct/Nov 08 – No special events to explain upturn in circ

Children's Circulation - July 2007 through October 2009

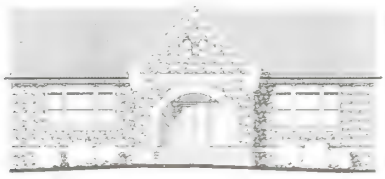


Slight increase in circulation due to 2H2009 surge.

June 09 – Space is the Place program
Night Sky program (registration brought in kids)
SRP (121 kids)
Jungle Encounters

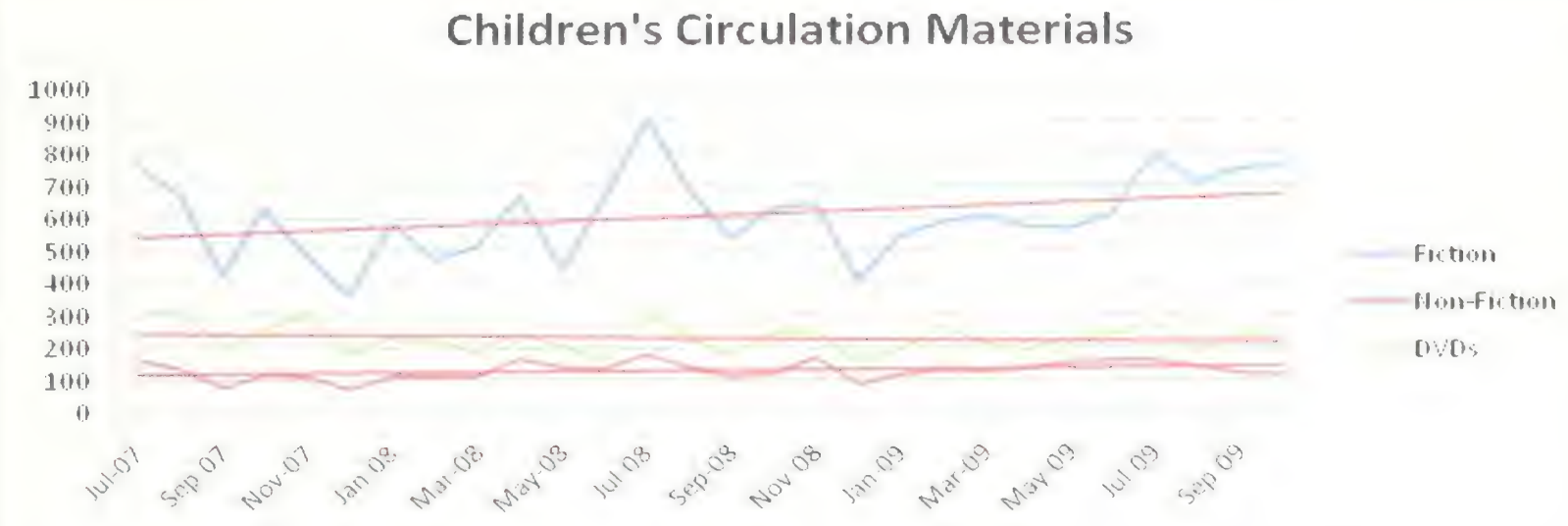
No special reason for continued high circ

BOYLSTON PUBLIC LIBRARY

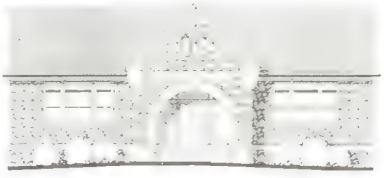


695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

Children's Circulation Material Trends



BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505 | 508

620 Main St
Boylston, MA 01505
508-869-3446

February 20, 2010

Mr. Nick Langhart, Director
Boylston Public Library
695 Main Street
Boylston, MA 01505

Dear Mr. Langhart:

I am requesting that you refund the donation I made to the Boylston Public Library Capital Campaign Fund. It is with a heavy heart that I make this request. My family and I were very excited and hopeful about the much anticipated "new" library in Boylston Center. It would have been lovely. As you know, that will not be happening now.

During these difficult economic times, there are others who could benefit from this money. I'm attaching a list of the check numbers and amounts that I mailed to you. The total amount is $594.00.

Very sincerely,

Louise C. Rame

Cc: Mr. Ken Linell, Treasurer

Date	Check Number	Amount
6/12/2003	958	$ 33.00
7/15/2003	975	$ 33.00
9/5/2003	1019	$ 33.00
10/6/2003	1035	$ 33.00
11/5/2003	1065	$ 33.00
12/9/2003	1094	$ 33.00
1/5/2004	1107	$ 33.00
2/4/2004	1124	$ 33.00
3/5/2004	1144	$ 33.00
4/8/2004	1161	$ 33.00
5/4/2004	1177	$ 33.00
6/3/2004	1192	$ 33.00
7/3/2004	1218	$ 33.00
8/1/2004	1239	$ 33.00
11/15/2004	1319	$ 33.00
12/9/2004	1335	$ 33.00
1/12/2005	999	$ 33.00
2/7/2005	1109	$ 33.00
		$ 594.00

Nick Langhart

From: Brad Barker [darb555@gmail.com]
Sent: Saturday, January 30, 2010 7:51 PM
To: Brad Barker; Ken Linell; Letty Ridinger; Nick Langhart; Rich Reardon; Susan Therriault
Subject: Library Circulation Trends

Hi All,

Writing the annual report and preparing for the Finance Committee meeting this week, I wanted data to prove the general belief that library circulation has increased over the past year or two. I put Nick's monthly data into a spreadsheet to see how the numbers shook out. I was surprised by the outcome.

From July 2007 through June 2009, monthly circulation actually trends downward (using linear progression trending). However, since June of 2009, the circulation numbers have trended up substantially.

I've attached a presentation deck with charts illustrating the trends. I separated out Adult from Childrens circulation. Note that I created two charts with almost the same data:

1) a chart showing monthly circulation from July 2007 - June 2009. Adult circulation declines and childrens circulation is flat.
2) a chart showing monthly circulation from July 2007 - **October 2009**. In these charts, the trend line is rising because of a substantial increases in monthly circulation from June 2009 through October 2009.

I also created charts showing the trend rates for specific types of materials. Adult fiction and non-fiction are rising nicely and Childrens fiction is trending up. This is largely due to the period June - October 2009. The other materials are generally flat or in decline.

I'd like to discuss this at our next meeting. Can we determine what is resulting in the recent increase in circulation? How can we help the trend to continue?

Nick, would you please add this discussion to the New Business portion of the agenda?

Take care,
Brad

BOYLSTON/ WEST BOYLSTON/ BERLIN
POP WARNER FOOTBALL & CHEERLEADING

IT'S NOT TOO LATE TO REGISTER FOR: FOOTBALL AND CHEERLEADING!

5-15 YEAR OLDS NEEDED FOR FOOTBALL AND CHEERLEADING!

THIS IS AN OPPORTUNITY FOR FUN, COMMADARIE, TEAMWORK, DISCIPLINE, PHYSICAL ACTIVITY AND COMMUNITY SPIRIT!

QUESTIONS ABOUT FOOTBALL:
CALL (508) 523-5007

QUESTIONS ABOUT CHEERLEADING
CALL (508) 768-7379

WWW.LION-YOUTH-FOOTBALL.COM

COME BE A PART OF THE LIONS!

Boylston/ West Boylston/ Berlin Youth Football & Cheering
P.O. Box 1113
Boylston, Ma. 01505

BOYLSTON PUBLIC LIBRARY
Board of Trustees, BPL Foundation Board, Friends of the Library
Meeting Agenda
for
Wednesday, February 10, 2010, 7:00 pm

Call to Order

Approval of minutes of January 13, 2010

Correspondence
- From Town Administrator: Annual Town Meeting will be May 3, 2010. Warrant is open 2/1-3/1
- From MBLC: Boylston listed among 98 cities and towns approved for MAR waivers for FY2010
- National Library Week will be April 11-17, 2010

Treasurer's report
- -Ken Linell

Report from the Foundation
- -Sarah Scheinfein

Report from the Friends
- -Wendy Lonstein

Budget status
- Trustees presented the FY'10 budget and renovation plan to Finance Committee Feb 3
- The Article #33 [Library Repairs] account verified at $17,093.64 and carries over until used

Director's report
- Paula has completed re-shelving of adult fiction, oversize, and biography collections
- Brad submitted Annual Report for 2009 to Town Feb 3
- Computer replaced in Children's Room by Dave Wheeler, $200
- Nick met with Town Insurance Advisory Feb 3, no action on health insurance
- MIIA insurance loss control rep inspected library Jan 15
- Nick attended Disaster Recovery Center Information meeting at Gardner PL Jan 14

Old Business
- Report from Library Planning Committee meetings of Jan 27 and Feb 4

New Business
- Report on library materials circulation trends prepared by Brad (attached)

Adjournment

Attachments:
- Minutes of January 10, 2010
- Librarian's report for January
- Children's Room report
- "Materials Circulation – January, 2010"

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505

Southern
New England

110 Royal Little Drive
Providence, RI 02904-1863
Tel: 401-868-2000
AAA.com

January 20, 2010

Dear Massachusetts Public Libraries,

More than 100 libraries have completed grant applications and received two free copies of the innovative new brain fitness program, "DriveSharp," designed to improve driving skills as we age. We are thrilled with this response! We at AAA Southern New England thank you for your interest and commitment, and hope your library patrons are benefiting from this dynamic software.

Due to this overwhelmingly positive response, as well as the many inquiries we've received from libraries still looking to obtain the software, we are extending a special invitation to the remaining 300-plus libraries. It's not too late to become part of the DriveSharp library grant application program! We sent a packet to every public library in Massachusetts prior to the holidays, but due to demand, we are doing a follow-up mailing of the same packet. Simply fill out the enclosed grant application and return it to the attention of: Sandra Patterson, AAA Southern New England, 110 Royal Little Drive, Providence, RI 02904-1863. Once we receive your completed grant application, we will send you two free copies of "DriveSharp" within 10 days. This packet also contains detailed instructions for installing the software on your library computer. The second copy of "DriveSharp" is intended for circulation among patrons, and each library will receive 25 registration codes for the software—one code per user—meaning that 25 library patrons can use "DriveSharp."

We are pleased that so many libraries are taking advantage of this exciting new brain fitness software. If you have questions, please contact Mary Maguire at 401-868-2000, ext. 2219, or at mmaguire@aaasne.com. Thank you for your interest and support. AAA hopes that, thanks to "DriveSharp," we will all be better drivers in 2010!

Best wishes for a happy and brain-healthy new year,

Mary Maguire
Director, Public and Legislative Affairs
AAA Southern New England

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Minutes of Special Meeting
Wednesday, February 3, 2010 at the Municipal Office Building

Attendees:
Brad Barker, David Bottom, Richard Reardon, Susan Therriault and Nick Langhart, director

Call to Order:
The meeting was called to order at 6:05 by Brad Barker, Chair.
The purpose of this meeting was to discuss the presentation of the FY2011 budget to the Finance Committee scheduled for 7:00pm. Matters of concern were the planned C/W Mars automation upgrade that will double the technology budget line and the anticipated wage freeze. Brad's presentation papers dated February 3 were collated and reviewed as was his papers on 'Interior Renovation and Remodeling Initial Overview' dated February, 2010.

Adjournment:
The meeting was adjourned at 7:00 and the group convened with the Finance Committee until 8:00 pm.

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Minutes of Meeting
Thursday, February 11, 2010

Attendees:
Brad Barker, David Bottom, Ken Linell, Richard Reardon, Letty Ridinger, Susan Therriault and Nick Langhart, director
Guest:
Jean Therriault

Call to Order:
The meeting was called to order at 7:07 by Brad Barker, Chair.

Approval of Minutes:
The minutes of the meeting of January 13, 2010 were approved as presented.

Correspondence:
Town Administrator: The Annual Town Meeting will be Monday, May 3, 2010. The warrant opened February 1st and closes March 1st. We have no articles to submit except the usual annual authorizations.
MBLC: Boylston's MAR waiver request has been approved and the library is certified for FY2010. The first installment of this year's state aid, $1,701.17, has been sent to the Town Treasurer. A like amount should be sent in May.
National Library Week will be April 11-17 this year.

Treasurer's report:
Today's balance in the Trustee's checking account is $7,710.86.
The deposit of the settlement check from the Metropolitan Antiques Class Action Lawsuit was rejected because the account has been closed (check was to have been cashed in 90 days). Ken will try to recover the $350.73.

Nonprofit Standard Mail

☐ Part C
Parcels

Check box at left if rates are populated in this section.

Machinable Parcels

	Entry	Rate Category	Piece Rate	Or Amount Affixed	No of Pieces	Pieces Subtotal	Pound Rate	Pounds	Pounds Subtotal	Total
C1	None	5-Digit	0.244				0.622			
C2	None	BMC	0.614				0.622			
C3	None	Mixed BMC	0.807				0.622			
C4	DBMC	5-Digit	0.244				0.463			
C5	DBMC	BMC	0.614				0.463			
C6	DSCF	5-Digit	0.244				0.419			
C7	DDU	5-Digit	0244				0.374			
C8	Nonbarcoded Surcharge		0.050							

For affixed postage mailings as described in DMM 443, compute and enter the rate for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part C Total

☐ Part D
Nonautomation Letters

Check box at left if rates are populated in this section.

Machinable Letters *3.3 oz. (0.2063 lbs.) or less*

	Entry	Rate Category	Rate	No. of Pieces	Total
D1	None	AADC	$0.155		
D2	None	Mixed AADC	0.164		
D3	DBMC	AADC	0.122		
D4	DBMC	Mixed AADC	0.131		
D5	DSCF	AADC	0.113		

Nonmachinable Letters *3.3 oz. (0.2063 lbs.) or less*

	Entry	Rate Category	Rate	No. of Pieces	Total
D6	None	5-Digit	0.237		
D7	None	3-Digit	0.320		
D8	None	ADC	0.349		
D9	None	Mixed ADC	0.429		
D10	DBMC	5-Digit	0.204		
D11	DBMC	3-Digit	0.287		
D12	DBMC	ADC	0.316		
D13	DBMC	Mixed ADC	0.396		
D14	DSCF	5-Digit	0.195		
D15	DSCF	3-Digit	0.278		
D16	DSCF	ADC	0.307		

Part D Total

Nick asked that a check to the local post office be approved for $300 for the bulk mail account so that the Foundation Annual Appeal letter would be processed and sent out promptly. The initial request for funds against the library budget was sent to the stamp service center in Philadelphia by the Town Accountant; Nick will attempt to have that charge removed from the library account.

The Treasurer's report was approved.

Report from the Foundation:

Sarah Scheinfein was unable to attend this meeting but sent the attached update from the Foundation Board. Jean pointed out that the next quarterly meeting will be March 24, not March 17 as stated.

Report from the Friends of the Library:

Wendy Lonstein was unable to attend this meeting but sent the attached update on Friends activities. Brad suggested that the Board may wish to underwrite a Friends event sometime during the year.

Budget status:

Trustees Brad, David, Rich and Susan presented the proposed FY'11 budget and library renovation to the Finance Committee on February 3. A case was made for the C/W Mars automation upgrade and wage increases. The renovation plans were well received. We will hear from FinComm in March.

Director's report:

Paula has completed the weeding and re-shelving of the adult fiction collection on the main floor apse. The oversize books have been moved to the Reference Room and biography moved to the mezzanine. Next she will reorganize the non-fiction collection on the mezzanine.

Judy's grant application to CMRLS for a collection development 'mini-grant' for $1,508 has been fully funded. She requested funds to purchase a replacement set of the "America the Beautiful" series books, one documenting each state. Our set is 20 years old and out of date. She was congratulated.

The 2009 Annual Report for the Town was prepared and submitted February 3 by Brad.

One of the Children's Room computers was replaced by Dave Wheeler for $200.

Nick met with the Insurance Advisory Committee as the library's representative on February 3. We were asked to consider an alternate BC/BS employees health plan for 2011 but after a study of the details, the group decided not to recommend its adoption this year.

The MIIA's loss control representative visited the library on January 15. His findings are in preparation.

The MBLC, in conjunction with FEMA and MEMA is surveying MA libraries to see which may be suitable as 'Disaster Recovery Centers' in case of any local emergency situation. Nick attended a meeting with representatives these groups and many regional librarians at the Gardner P.L. on January 14. We will be asked to complete a survey detailing our physical facilities in the near future.

Old Business:

Brad reviewed the January 27 and February 4 Library Planning Committee meetings held to plan for the three renovation phases. For Phase 1, initially budgeted for $167,000, we will be seeking $50,000 for work to start as soon as detailed designs are completed. $30,000 will be requested from the Foundation, $17,000 used from remaining Article #33 funds and the remainder from other sources. First priority will be the new accessible entrance and repair of the existing ramp.

It was moved and seconded to accept the LPC's recommendation that the priority phase 1 work shall be the design and installation of a new entrance door and vestibule renovation as per the REDAP plan and repair of the ramp as needed. Discussion followed regarding the ramp repair. The window work specified in phase 1 will be deferred at this time. We will check if multiple bids are required for the work covered in this motion. **The motion was passed unanimously**.

Nonprofit Standard Mail

☐ Part B
Automation Flats

Check box at left if rates are populated in this section.

Flats *3.3 oz. (0.2063 lbs.) or less*

	Entry	Rate Category	Rate	No. of Pieces	Total
B1	None	5-Digit	$0.212		
B2	None	3-Digit	0.269		
B3	None	ADC	0.301		
B4	None	Mixed ADC	0.354		
B5	DBMC	5-Digit	0.179		
B6	DBMC	3-Digit	0.236		
B7	DBMC	ADC	0.268		
B8	DBMC	Mixed ADC	0.321		
B9	DSCF	5-Digit	0.170		
B10	DSCF	3-Digit	0.227		
B11	DSCF	ADC	0.259		

Flats *Over 3.3 oz. up to 15.9984 oz.*

	Entry	Rate Category	Piece Rate	Or Amount Affixed	No of Pieces	Pieces Subtotal	Pound Rate	Pounds	Pounds Subtotal	Total
B12	None	5-Digit	0.086				0.622			
B13	None	3-Digit	0.143				0.622			
B14	None	ADC	0.175				0.622			
B15	None	Mixed ADC	0.228				0.622			
B16	DBMC	5-Digit	0.086				0.463			
B17	DBMC	3-Digit	0.143				0.463			
B18	DBMC	ADC	0.175				0.463			
B19	DBMC	Mixed ADC	0.228				0.463			
B20	DSCF	5-Digit	0.086				0.419			
B21	DSCF	3-Digit	0.143				0.419			
B22	DSCF	ADC	0.175				0.419			

For affixed postage mailings as described in DMM 343, compute and enter the rate for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part B Total

It was then moved and seconded to ask the Library Foundation for a sum not to exceed $30,000 for the replacement of the front entrance and related vestibule work and repair of the ramp as per the architect's plans of December 17, 2009. Discussion focused of the calculation of construction costs and whether design fees and contingencies are included. **The motion was passed unanimously.**

It was then moved and seconded to authorize the expenditure of Article #33 funds for phase 1 work as defined in the architectural plans of December 17, 2009. **The motion was passed unanimously.**

Brad discussed the need to recruit team members for Team 1 (to manage phase 1 work) and for Team 2 (to plan for the design and establish funding goals for phase 2). Team 3 is charged with marketing and fund-raising and also needs volunteers. Members suggested for phase 1 are Jean Therriault, Susan Therriault, Ken Linell, Angelo Scola, Mark Bertonazzi, Roger Berard, Nick Langhart, Peter Wilcox and some additional Foundation members. Members suggested for phase 2 are Brad Barker, Sarah Scheinfein, Lynn Butler, Sue Olsen, Joan Deal, Nick Langhart, Marsha Wagner, and Karyn Wagner. Team 3 may include Brad Barker, Marsha Priestley, Jean Therriault, Jan Seymour, Donna DiPlato, Persis Hamilton, Maureen Rafferty Linell, and Jean Draper.

Dave suggested that it is time to involve Mike Kane, editor of the Banner, in some publicity of the renovation project.

New Business:

Brad prepared an analysis of library materials circulation trends from July, 2007 to October, 2009 that was distributed to Board members January 30, 2010. Discussion of this matter was deferred until the next meeting.

Adjournment:

There being no further business, the meeting was adjourned at 8:27 pm.

Respectfully submitted,

Richard Reardon, Secretary

Nonprofit Standard Mail

☐ **Part A**
Automation Letters

Check box at left if rates are populated in this section.

Letters *3.3 oz. (0.2063 lbs.) or less*

	Entry	Rate Category	Rate	No. of Pieces	Total
A1	None	5-Digit	$0.127		
A2	None	3-Digit	0.142		
A3	None	AADC	0.147		
A4	None	Mixed AADC	0.161		
A5	DBMC	5-Digit	0.094		
A6	DBMC	3-Digit	0.109		
A7	DBMC	AADC	0.114		
A8	DBMC	Mixed AADC	0.128		
A9	DSCF	5-Digit	0.085		
A10	DSCF	3-Digit	0.100		
A11	DSCF	AADC	0.105		

Letters *Over 3.3 oz. up to 3.5 oz.- Rate includes a discount that equals the flats piece rate minus the letter piece rate.*

	Entry	Rate Category	Piece Rate	Or Amount Affixed	No of Pieces	Pieces Subtotal	Pound Rate	Pounds	Pounds Subtotal	Total
A12	None	5-Digit	0.001				0.622			
A13	None	3-Digit	0.016				0.622			
A14	None	AADC	0.021				0.622			
A15	None	Mixed AADC	0.035				0.622			
A16	DBMC	5-Digit	0.001				0.463			
A17	DBMC	3-Digit	0.016				0.463			
A18	DBMC	AADC	0.021				0.463			
A19	DBMC	Mixed AADC	0.035				0.463			
A20	DSCF	5-Digit	0.001				0.419			
A21	DSCF	3-Digit	0.016				0.419			
A22	DSCF	AADC	0.021				0.419			

For affixed postage mailings as described in DMM 243, compute and enter the rate for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part A Total

BOT Notes Feb 11, 2009

CTO 7pm Minutes MSP

BOT DB KL RB RR ST } JT NL

Correspo

Treas: 7,710.86 chq acct. Class action Antiques Settlmt - acct closed
KL will try to get $351 (90 days). MSP Team upt
→ note it for ledger

JT's grant = more $ than geo thks approved (comes mo-yr)

Film

Ch for 300 MSP
on Sara's copy of JT's letter - note BOT to ask for 30K.
Ought to make motion tonight. → Date of 3/17 chgd

Film upt

meeting / site

Friends

report read by BB. BB - we might want to sponsor a Friends event, like ice cream social! Role of Friends in River Team 2

optional website cert / warwick cert / make fold t

Budget Status

Issue of salaries non-increase FY'11

DR

all bills Gantt win

OB

BB on LPC: Jan 27, 2/4, re org the renovation $107,000 Ph 1 - LPC is proposing 50K for Ph 1 + Film 30K, $17 out of #33 + other to be made 50K. Priorities are Entrance ramp/vestibule and fix ramp. BB proposes to ask Film for 30K for Ph 1, "Sum not to exceed" (JT.) Where to budget LPC Ph 1 to include entrance + ramp. Disc of what to do on ramp. To be by Film Festival. ~~to file for SNTE 30K~~

Disc of work tasks - expensive + cheaper. Re-do we use for Quotes 3? MSP. more to ask Film for SNTE 30K for front entry + ramp according to ~~master Plan~~ architectural plans.

Disc of cost plans, + contingency over expected cost. MSP authorize the expenditure of Bal #33 funds for Phase 1 work as specified by architectural plans.

BB - need for Team members for Team 1 (doing Ph 1) and Team 2 ~~for~~ doing for Ph 2. Team 3 is marketing + fund-raising. Team 1 none, DB, JT, ST, KL AS, Mark B, Rajen Bearl + P wilcox + other Film people. Ph 2 BBN SSHB, Sue Olsen, Jean Deal Agatha ~~Brooks~~ wagner, Hans Wagner, ~~Sandra~~. Team 3: BB JT, M Pratty, Jon Segerman Dana DiP Phantom MRL, Jean Draper BB - Banner Publicity?

NB - after Dec Trans. MSP to [illegible]

Stay Well,
Josue Rosa
Tu Moda Spa

574 Pleasant Street
Worcester, MA 01602

This email was sent to langhart@comcast.net by
| Instant removal with ™ |

Tu Moda Spa | 574 Pleasant Street | Worcester | MA | 01602

2/9/2010

Nick Langhart

From: Sarah [scheinfein@charter.net]
Sent: Thursday, February 11, 2010 4:54 PM
To: Nick Langhart (Nick Langhart); darb555@gmail.com
Subject: Tonight's Meeting

Hi Nick and Brad,

I am unable to attend tonight; the kids had a half day yesterday, and I missed a work conference; therefore, I have to work tonight.

Update from Foundation Board:

- We are meeting quarterly; seems to be working out ok. I send out a President Report on the first of the month to keep the directors up to date.
- Annual Appeal done (apparently still sitting at PO….!). I have left a copy all folded and pulled together with Paula for you to show Trustees what we sent out.
- I am calling a special meeting on Wednesday, February 24th at 7 at the library to discuss the LPC ask for 30k. I have attached Jean's email below for you to see what led me to call the meeting. I believe the directors will want to discuss this in person, not electronically. Trustees and LPCers welcome to come give input during open part of meeting.
- Our next scheduled quarterly meeting is Wednesday, March 17th at 7.
- Believe that's all…thanks for your help in getting the Appeal to the PO!

Below is Jean's email:

In the November Director's meeting the Board voted to replace a $55,000 CD from the Unrestricted account at Wells Fargo with a new $55,000 CD to be placed with Clinton Savings Bank. This CD matured on 1/29 and the funds are currently in our cash account at Wells Fargo.

I have found that the LPC plans to formally ask the Foundation for an amount not to exceed $30,000 to fund a portion of Phase 1, with the money being needed in the next few months.

If I purchase the CD as directed we will not have the cash to fund this request until our next Unrestricted CD matures in early May, which could delay the work.

I propose that we instead invest $25,000 in a 1 year CD at Clinton Savings, and keep the remaining $30,000 in the Wells Fargo cash account anticipating the upcoming request. Our Advisor Jim Rice concurs that leaving the money in our cash account does not lose us much, given the low interest rates available in CDs. Could I get a vote of the Directors to determine our next investment step? I believe we can do this by email.

Please feel free to distribute this note as needed.

Just as a background -

The LPC wishes to undertake a portion of the Phase 1 identified by the architects, to be accomplished by this coming fall, with an overall budget not to exceed $50,000. The Foundation will be asked to provide up to $30,000 of this to fund two things:

Nonprofit Standard Mail

☐ Part G
Not Flat-Machinable

Check box at left if rates are populated in this section

Not Flat-Machinables *3.3 oz. (0.2063 lbs.) or less*

	Entry	Rate Category	Rate	No. of Pieces	Total
G1	None	5-Digit	$0.334		
G2	None	3-Digit	0.380		
G3	None	ADC	0.641		
G4	None	Mixed ADC	0.902		
G5	DBMC	5-Digit	0.301		
G6	DBMC	3-Digit	0.347		
G7	DBMC	ADC	0.608		
G8	DBMC	Mixed ADC	0.869		
G9	DSCF	5-Digit	0.292		
G10	DSCF	3-Digit	0.338		
G11	DSCF	ADC	0.599		
G12	DDU	5-Digit	0.283		
G13	Nonbarcoded Surcharge		0.050		

Not Flat-Machinables *Over 3.3 oz. up to 15.9984 oz.*

	Entry	Rate Category	Piece Rate	Or Amount Affixed	No of Pieces	Pieces Subtotal	Pound Rate	Pounds	Pounds Subtotal	Total
G14	None	5-Digit	0.208				0.622			
G15	None	3-Digit	0.254				0.622			
G16	None	ADC	0.515				0.622			
G17	None	Mixed ADC	0.776				0.622			
G18	DBMC	5-Digit	0.208				0.463			
G19	DBMC	3-Digit	0.254				0.463			
G20	DBMC	ADC	0.515				0.463			
G21	DBMC	Mixed ADC	0.776				0.463			
G22	DSCF	5-Digit	0.208				0.419			
G23	DSCF	3-Digit	0.254				0.419			
G24	DSCF	ADC	0.515				0.419			
G25	DDU	5-Digit	0.208				0.374			
G26	Nonbarcoded Surcharge		0.050							

For affixed postage mailings as described in DMM 443, compute and enter the rate for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part G Total

1. Creation of a new wooden vestibule front doorway that will fit within and under the front archway. This will make the entry ADA compliant by deepening the distance between the outer door and inner door. This approach allows us to reach ADA compliance without losing the original glasswork on the inside of the library, or losing library space. It also puts the entrance more in tune with the historic nature of the town center, and will be an illustration of the progress we want to make to everyone who enters the Library.

2. general facelift of the ramp which will include new handrails, hardware to extend the life of the ramp, and painting/repairs.

There is more to do in Phase 1, and it is not too early for the Foundation to consider what it would like to fund going forward. Perhaps a subgroup to work within the Foundation and with the LPC is in order?

Trustee Chairman Brad Barker will likely ask for time at our March meeting to review the Phase 1 activities, request funds, and discuss opportunities for Foundation members to help. Depending on timing he may ask to meet earlier with the Directors.

We might also note to members that the drawings and report from the Architects study are posted on the library website.

Sorry for the long note!

Jean

peace. it does not mean to be in a place where there is no noise, trouble or hard work. it means to be in the midst of those things and still be calm in your heart. (unknown)

Nonprofit Standard Mail

☐ **Part F**
Irregular Parcels

Check box at left if rates are populated in this section.

Parcels *3.3 oz. (0.2063 lbs.) or less*

	Entry	Rate Category	Rate	No. of Pieces	Total
F1	None	5-Digit	$0.481		
F2	None	3-Digit	0.527		
F3	None	ADC	0.788		
F4	None	Mixed ADC	1.003		
F5	DBMC	5-Digit	0.448		
F6	DBMC	3-Digit	0.494		
F7	DBMC	ADC	0.755		
F8	DBMC	Mixed ADC	0.970		
F9	DSCF	5-Digit	0.439		
F10	DSCF	3-Digit	0.485		
F11	DSCF	ADC	0.746		
F12	DDU	5-Digit	0.430		
F13	Nonbarcoded Surcharge		0.050		

Parcels *Over 3.3 oz. up to 15.9984 oz.*

	Entry	Rate Category	Piece Rate	Or Amount Affixed	No of Pieces	Pieces Subtotal	Pound Rate	Pounds	Pounds Subtotal	Total
F14	None	5-Digit	0.355				0.622			
F15	None	3-Digit	0.401				0.622			
F16	None	ADC	0.662				0.622			
F17	None	Mixed ADC	0.877				0.622			
F18	DBMC	5-Digit	0.355				0.463			
F19	DBMC	3-Digit	0.401				0.463			
F20	DBMC	ADC	0.662				0.463			
F21	DBMC	Mixed ADC	0.877				0.463			
F22	DSCF	5-Digit	0.355				0.419			
F23	DSCF	3-Digit	0.401				0.419			
F24	DSCF	ADC	0.662				0.419			
F25	DDU	5-digit	0.355				0.374			
F26	Nonbarcoded Surcharge		0.050							

For affixed postage mailings as descbribed in DMM 443, compute and enter the rate for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part F Total

From: wenlon@verizon.net
To: darb555@gmail.com

Date: Tue, Feb 9, 2010 at 9:39 PM
Subject: Joint library meeting scheduled for Wednesday night

Brad,

I am sorry to hear the weather will not permit us to have our meeting on Wednesday evening.

The friends currently have over $6,000 in our account.

Our Holiday party was well attended we had over 50 children!! We consider that a success.

February vacation will include a game day with a professional Face painter. Flyers have gone out to the school and we are hoping for a good turn out. February vacation is always difficult as many families go away.

We are also currently looking to partner again with the Historical Society for a "Stories of Boylston" event to be held at the Library March 28th. This is a program for adults and will include some "Boylston Lifers" that will share their stories of what Boylston was like long ago.

We are also gearing up for our annual egg hunt. Last year we had over 100 children in attendance. We are expecting the same if not more this year. We will be holding it on Good Friday.

The friends have invested money in professional signs for our events we hold every year. These events are: Annual Egg Hunt, Memorial Day book fair, Fall Harvest and our Holiday Party. The dates on the signs can be easily changed and will pay for themselves after two uses.

We are also considering holding some "Summer" events to get children into the library, we will most likely link them to the summer reading program. Some ideas are: Scavenger hunt, ice cream party, outdoor picnic/story time.

Sorry this is so short, I am trying to get it all down before retiring for the evening. It's tax time so I am VERY busy at work.

Thank you!

Wendy Lonstein

TOWN OF BOYLSTON

221 MAIN STREET
BOYLSTON, MA 01505

THE OFFICE OF THE
TOWN ADMINISTRATOR
Nancy Colbert Puff

INTEROFFICE MEMORANDUM

TO: **ALL TOWN OFFICIALS, DEPARTMENTS, BOARDS AND COMMITTEES**

FROM: NANCY COLBERT PUFF, TOWN ADMINISTRATOR

SUBJECT: ANNUAL TOWN MEETING CALENDAR

DATE: 1/27/2010

The following is the warrant schedule for a Town Meeting which will be held on Monday, May 3, 2010.

.

- 2/1/10 Warrant opens for articles and ballot questions.
- 3/1/10 Warrant closes - all warrant articles are to be submitted to the Administrative Assistant for the Board of Selectmen by 12 noon.

All warrant articles for warrant must be submitted electronically to the Administrative Assistant for the Board of Selectmen at this address: lesposito@boylston-ma.gov .

- 3/22/10 BOS Vote to approve Final Articles
- 4/26/10 Warrant Review Meeting
- 5/3/10 Town Meeting

Thank you.

508/869-0143 • FAX: 508/869-6170
EMAIL- ncolbert@boylston-ma.gov

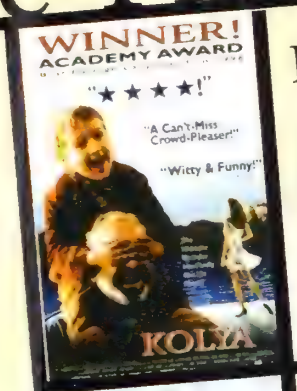
Friends of the Shrewsbury Public Library Present

Foreign Film Festival

Every Sunday in February at 2PM. All welcome, free of charge.

The Films

2/7



Kolya - 1996

Oscar award winner Best Foreign Film. Mid-fiftyish cellist, unattached lothario, unexpectedly becomes the guardian of a small Russian boy. Set in Prague in 1988 on the eve of independence from the Russians. In Czech with English subtitles.

Rated PG-13

2/14

Queen Margot - 1994

Based on a Dumas novel of the events surrounding St. Bartholomew's Day massacre in 16th century France. Young Margot is forced to marry Henri de Navarre by her scheming mother, Catherine de Medici, with unexpected and terrible consequences. In French with English subtitles. Rated R

2/21

Ju Dou - 1989

First Chinese film ever to earn a Best Foreign Film Award. Set in the 1920's, it is the tragic story of a young peasant woman forced to marry an elderly, bitter factory owner. Originally banned in China, those responsible for entering it in the film competition were disciplined by their superiors. In Chinese with English subtitles. Not rated

2/28

Prisoner of the Mountains - 1996

Based on a Tolstoy story, it is a devastating account of two Russian soldiers captured by Chechen rebels and held in an impoverished mountain village. In Russian with English subtitles. Not rated

609 Main St. Shrewsbury, MA. Corner of Rt. 140 and Main St (Across from the Town Common).

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Agenda of Meeting
For
Wednesday, January 13, 2010, 7:00 pm

Call to Order

Correspondence
Annual Legislative Breakfast will be Friday, January 29, 8 am, at Worcester Public Library

Treasurer's report

Budget status
FY2010 budget draft given to Town Administrator December 17.
FY2009: We're half-way through and have 50% left.

Director's report
2009 Annual Report for Library due to Town January 25, 2010
Cheryl is covering Priscilla's Tuesday work period.
Retirement: no obligation for accumulated sick time.
Traffic counting beginning again
Bottled water is now on State contract
Correspondence with Foundation on funding two Netbooks in Annual Appeal

Old Business
Report on close-out of planning phase of Library Renovation and Restoration

New Business
Vote to adopt recommendation of Library Planning Committee to accept final report of Dinneen Architects & Planners, Inc., dated December 17, 2009.
Vote to approve final invoice from Dineen Architects & Planners dated December 14, 2009, for $3,000.
Signing of voucher for payment.
Next steps

Adjournment

Attachments:
Minutes of meeting of December 9, 2009
Librarian's report for December, 2009
Draft budget and notes for FY'11
Children's Room report
Centralities

HASSLE FREE FORM FOR BOOK AUDIO
DISCREPANCY RETURNS REPORT

BOYLSTON PUBLIC LIBRARY
BMARC/ADULT
695 MAIN ST
BOYLSTON, MA
01505 1308

All discrepancy returns MUST be accompanied by this form and MUST be returned within 30 days from date of this packing list. When you are reporting discrepancies rather than returning a product, i.e. ... shortage, discount errors, etc. ... send this form to Customer Service. Be sure the discrepancy return/report listed on this form concerns the titles on previous page(s), since a copy of the appropriate packing list must accompany a Hassle Free return. If you are unable to send this packing slip or a copy, please contact Customer Service. RETURNS RECEIVED THAT DO NOT FOLLOW THE ABOVE INSTRUCTIONS WILL BE RETURNED TO YOU AT YOUR EXPENSE. Defective Book and Audio Products are an exception to above instructions. Returns for these products do not require a proof of purchase and are not restricted to a time limit.

INGRAM

1210 INGRAM DRIVE
CHAMBERSBURG, PA. 17202

20G2351

CUT ALONG LINES

BE SURE TO INCLUDE THE ABOVE RETURN LABEL ON YOUR CARTON

STOCK STATUS CODES

CANC - Canceled
FTR - Future Release-Waiting for On-Sale Date
NOP - Not Our Publication
NYR - Not Yet Received
N/S - Not Stocked
OP - Out of Print
OSI - Out Indefinitely at Publisher
OS - Out of Stock at Publisher
O/S - Out of Stock at Ingram
PPD - Postponed
PTO - Print-To-Order, title shipping separately
REM - Remaining
SLSH - Slash
S/W - Secondary Warehouse
UNAV - Unavailable
1SRC - One Source

PROBLEM CODE

1. DAMAGED - (initially received in damaged condition)
2. TITLE CODE ERROR - (incorrect title ordered)
3. PULLING ERROR - (Please specify title received and title billed)
4. SHORTAGE - (Please indicate number of cartons received)
5. QUANTITY ERROR - (Please indicate number of cartons received)
6. CARTONS DAMAGED OR LOST IN TRANSIT - (Call Customer Service Immediately)
7. CARTONS RECEIVED THAT WERE NOT ORDERED - (Call Customer Service Immediately)
8. OTHER - (Please explain)_____
9. DEFECTIVE (Please describe)_____

OTHER ABBREVIATIONS

B (In BO Column) = Backorder
IPS = From Ingram Publisher Services

ACTION CODE

A. Title being returned
Please credit my account

B Title being kept
Please credit/bill my account

C Shortage
Please credit my account

D Title not billed no credit due

Please fill in appropriate boxes for proper credit. Please list the item(s) returned and use the appropriate problem code and action code, as stated above
YOU MUST list the TITLE CODE OR ISBN to receive proper credit.

DATE OF RETURN	YOUR CLAIM OR P.O. NUMBER	SHIP TO OR ACCOUNT NUMBER

QTY ORDERED	QTY RECEIVED	QTY SHORT	QTY RETURNED	TITLE	TITLE CODE OR ISBN	LIST PRICE	DISCOUNT	PROBLEM CODE	ACTION CODE

Include this form in your return carton. Return the carton to the warehouse on the label. Affix our return label (located at the top right hand corner on the same side of this packing list) to the carton containing this form and indicate the number of cartons being returned. Returns must be Prepaid.

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]
Sent: Tuesday, January 26, 2010 11:30 AM
To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); 'Sue Therriault (E-mail)'
Subject: FW: BPL: Draft Minutes of BOT meeting of January 13, 2009

From: Nick Langhart [mailto:nlanghart@boylston-ma.gov]
Sent: Wednesday, January 20, 2010 12:59 PM
To: 'Brad Barker'
Subject: BPL: Draft Minutes of BOT meeting of January 13, 2009

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Wednesday, January 13, 2010

Attendees:
Brad Barker, Ken Linell, Letty Ridinger, Richard Reardon, Susan Therriault and Nick Langhart, director

Call to Order:
The meeting was called to order by chair Brad Barker at 7:06 pm.

Approval of Minutes:
The minutes of the meeting of December 9, 2009 were approved as presented.

Correspondence:
The annual Legislative breakfast will be on Friday, January 29, 2010 at 8:00 am at the Worcester Public Library. Brad, Rich and Susan indicated an interest in attending.
A 12/30/09 memo from the MBLC stated that 98 municipalities have applied for MAR waivers for FY 2010. These will be considered by the Commissioners on 1/07/10.
By receipt of this letter, we are exempted from the in-person waiver presentation requirement. The MBLC will vote on all applicants on 2/04/10.

Treasurer's report:
Ken reported a balance as of 1/13/10 of $7,556.68. He reported the recovery of two lost checks from Letty; Metropolitan Antiques Class-action suit settlement of $350.73 and $154 18 Foundation postage reimbursement. The report was approved.

Budget status:
Nick distributed copies of the FY'11 budget with notes which he submitted to the Town Administrator on December 17. These were discussed. The current Librarian's report indicates that, with half the fiscal year past, 50% of the budget remains, although most of the fuel expense will come in the second half.
We will be meeting with the Finance Committee on Wednesday, February 3rd at 7:00 pm to present the FY'11 budget and to advocate for the C/W Mars automation upgrade. We also must stress the need for equitable wage increases, as no maximum guidelines have been set. It was decided to meet at 6:00 pm at the Municipal Office Building prior to the meeting to discuss our approach. Brad will meet with Nick soon to develop rationales to substantiate some of the budget figures.

Director's report:
The library's annual report for 2009 is due to the Administrator's office on 1/25/10. Nick gave Brad an outline of achievements and issues and the trustees meeting attendance records for 2009. Brad will prepare the narrative.

Romans 12:4-9 Spiritual Gifts

Spiritual Gifts as Seen Through the Lens of Christ-Treasuring Humility

Paul's list of seven spiritual gifts:

1. Prophesy.
    a. OT and NT Prophesy are not exactly the same thing
    b. Prophesy from "prophets" is not the same as Prophesy from Scripture
    c. There are also two aspects of NT Prophesy – Foretelling and Forth-telling
    d. What is Modern Prophesy and how does it differ from Foretelling and Forth-telling
2. Service
    a. Service means service to Christ, not just the church
    b. Service can apply to many things we do
    c. Seervice should honor Christ
3. Teaching
    a. As with service, teaching means teaching of all kinds, not just Sunday School.
    b. Teaching should show *in our teaching*. In other words, if you are teaching, let it be obvious to the audience that you have prepared the lesson with thought, with humility, with enthusiasm, with reflection, and in love for all of mankind, saved or unsaved.
4. Exhortation:
    a. Exhortation is an utterance, discourse, message, or address conveying urgent advice or recommendations.
    b. An exhortation could be Biblical (God-inspired) or it could be Secular (you want to make a point).
    c. We should exhort with mercy-dependent humiliation and it should SHOW IN OUR SPEECH in a kinder and gentler (humble) mannor than others might use
5. Contributions

(add your own notes as we discuss each of these)

6. Leadership

7. Acts of Mercy

Cheryl Newcomb is replacing Priscilla O'Connor's Tuesday morning work and Ashley Brigham has taken her Thursday evening hours. Priscilla will continue to work alternate Saturdays and do the once-a-month circulation totals and cash counting.
Door-counting has begun again and will continue to April.
Paula has just completed the weeding of the non-fiction collection. The fiction weeding was done last year.
Nick contacted Belmont Springs Water to have our invoicing transferred to the State contract; 5 gal water bottles that were $3.24 will now cost $2.29 and monthly cooler charges that were $11.00/mo will be waived. The contract will be renegotiated by the state in April.
The Foundation has been given specifics on the purchase of two HP netbooks costing about $700 that they are interested in purchasing for the library. We may need to ask for a wireless printer to use with the netbooks as well. Other goals for the upcoming Annual Appeal were discussed and will be confirmed with the Foundation's Development Committee.

Old Business:
Brad discussed the LPC meeting of December 10th at which the draft of the architect's final report and cost estimate was reviewed for completeness. Though the construction cost estimate is high, c. $1.235 million, it was not deemed prudent to suggest scope reductions at this time. Additional probable owner's costs (design fees, testing, OPM, temporary facilities & relocation costs, ff&e, unforeseen condition contingency, etc.), move the final figure to about $1.8 million. No substantive changes to the draft were suggested.
The LPC met with the architects on December 17th to accept the final report, "Feasibility Study and Schematic Design for Renovation" with seven copies and an electronic version to come [delivered 12/29/09]. The architects were thanked for their work and some publicity photos were taken.

New Business:
Brad moved that the Board of Trustees accept the recommendation of the LPC to approve the Feasibility Study and Schematic Design by Dinneen Architects & Planners for the renovation of the library. The motion was seconded by Susan Therriault and passed unanimously.
Brad then moved that the Board of Trustees accept the final invoice from the architects dated December 14, 2009 and authorize the payment of $3,000 from the discreet 'Gift Account' at Clinton Savings Bank. The motion was seconded by Ken Linell and passed unanimously. All trustees present signed the payment voucher.
Brad then discussed the next steps for the LPC and the Trustees which will run on two tracks; 1) initiate Phase 1 using private funds beginning in the spring and, 2) with the Foundation develop a plan for publicity and fundraising for Phase 2 perhaps including a capital campaign and the preparation of a revenue-generating warrant article for approval at the Annual Town Meeting of May, 2011.
The LPC will convene its next meeting on Wednesday, January 27, 2010 at 6:30 pm.
Nick is planning to attend a Disaster Preparedness Conference sponsored by FEMA, MEMA and the MBLC at the Gardner Library January 14, 2010.

Adjournment:
There being no further business, the meeting was adjourned at 8:28 pm.

Respectfully submitted,

Richard Reardon, Secretary

The next meeting of the Board will be prior to the FinComm meeting at Town Hall 6:00 Wednesday, February 3rd, and the next regular Board meeting will be with the Foundation Board and the Friends February 11 at the library at 7:00 pm.

Romans 12:4-9 Spiritual Gifts

Spiritual Gifts as Seen Through the Lens of Christ-Treasuring Humility

Paul's list of seven spiritual gifts:

1. Prophesy.
    a. OT and NT Prophesy are not exactly the same thing
    b. Prophesy from "prophets" is not the same as Prophesy from Scripture
    c. There are also two aspects of NT Prophesy—Foretelling and Forth-telling
    d. What is Modern Prophesy and how does it differ from Foretelling and Forth-telling
2. Service
    a. Service means service to Christ, not just the church
    b. Service can apply to many things we do
    c. Seervice should honor Christ
3. Teaching
    a. As with service, teaching means teaching of all kinds, not just Sunday School.
    b. Teaching should show *in our teaching*. In other words, if you are teaching, let it be obvious to the audience that you have prepared the lesson with thought, with humility, with enthusiasm, with reflection, and in love for all of mankind, saved or unsaved.
4. Exhortation:
    a. Exhortation is an utterance, discourse, message, or address conveying urgent advice or recommendations.
    b. An exhortation could be Biblical (God-inspired) or it could be Secular (you want to make a point).
    c. We should exhort with mercy-dependent humiliation and it should SHOW IN OUR SPEECH in a kinder and gentler (humble) mannor than others might use
5. Contributions

(add your own notes as we discuss each of these)

6. Leadership

7. Acts of Mercy

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Friday, January 08, 2010 4:55 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); 'Sue Therriault (E-mail)'

Subject: BPL: Agenda for meeting of January 13, 2010

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Agenda of Meeting
For
Wednesday, January 13, 2010, 7:00 pm

Call to Order

Correspondence
Annual Legislative Breakfast will be Friday, January 29, 8 am, at Worcester Public Library

Treasurer's report

Budget status
FY2010 budget draft given to Town Administrator December 17.
FY2009: We're half-way through and have 50% left.

Director's report
2009 Annual Report for Library due to Town January 25, 2010
Cheryl is covering Priscilla's Tuesday work period.
Retirement: no obligation for accumulated sick time.
Traffic counting beginning again
Bottled water is now on State contract
Correspondence with Foundation on funding two Netbooks in Annual Appeal

Old Business
Report on close-out of planning phase of Library Renovation and Restoration

New Business
Vote to adopt recommendation of Library Planning Committee to accept final report of Dinneen Architects & Planners, Inc., dated December 17, 2009.
Vote to approve final invoice from Dineen Architects & Planners dated December 14, 2009, for $3,000.
Signing of voucher for payment.
Next steps

Adjournment

Attachments:
Minutes of meeting of December 9, 2009
Librarian's report for December, 2009
Draft budget and notes for FY'11
Children's Room report
Centralities

HASSLE FREE FORM FOR BOOK AUDIO
DISCREPANCY RETURNS REPORT

BOYLSTON PUBLIC LIBRARY
BMARC/ADULT
695 MAIN ST
BOYLSTON, MA
01505-1308

All discrepancy returns MUST be accompanied by this form and MUST be returned within 30 days from date of this packing list. When you are reporting discrepancies rather than returning a product, i.e. ... shortage, discount errors, etc. ... send this form to Customer Service. Be sure the discrepancy return/report listed on this form concerns the titles on previous page(s), since a copy of the appropriate packing list must accompany a Hassle Free return. If you are unable to send this packing slip or a copy, please contact Customer Service. RETURNS RECEIVED THAT DO NOT FOLLOW THE ABOVE INSTRUCTIONS WILL BE RETURNED TO YOU AT YOUR EXPENSE. Defective Book and Audio Products are an exception to above instructions. Returns for these products do not require a proof of purchase and are not restricted to a time limit.

INGRAM

1210 INGRAM DRIVE
CHAMBERSBURG, PA. 17202

20G2351

CUT ALONG LINES

BE SURE TO INCLUDE THE ABOVE RETURN LABEL ON YOUR CARTON

STOCK STATUS CODES

CANC - Canceled
FTR - Future Release-Waiting for On-Sale Date
NOP - Not Our Publication
NYR - Not Yet Received
N S - Not Stocked
OP - Out of Print
OSI - Out Indefinitely at Publisher
OS - Out of Stock at Publisher
O/S - Out of Stock at Ingram
PPD - Postponed
PTO - Print-To-Order, title shipping separately
REM - Remaining
SLSH - Slash
S/W - Secondary Warehouse
UNAV - Unavailable
1SRC - One Source

PROBLEM CODE

1. DAMAGED - (initially received in damaged condition)
2. TITLE CODE ERROR - (incorrect title ordered)
3. PULLING ERROR - (Please specify title received and title billed)
4. SHORTAGE - (Please indicate number of cartons received)
5. QUANTITY ERROR - (Please indicate number of cartons received)
6. CARTONS DAMAGED OR LOST IN TRANSIT - (Call Customer Service Immediately)
7. CARTONS RECEIVED THAT WERE NOT ORDERED - (Call Customer Service Immediately)
8. OTHER - (Please explain)_____
9. DEFECTIVE (Please describe)_____

OTHER ABBREVIATIONS

B (In BO Column) = Backorder
IPS = From Ingram Publisher Services

ACTION CODE

A. Title being returned
Please credit my account

B. Title being kept
Please credit/bill my account

C. Shortage
Please credit my account

D. Title not billed, no credit due

Please fill in appropriate boxes for proper credit. Please list the item(s) returned and use the appropriate problem code and action code, as stated above.
You MUST list the TITLE CODE OR ISBN to receive proper credit.

DATE OF RETURN	YOUR CLAIM OR P.O. NUMBER	SHIP TO OR ACCOUNT NUMBER

QTY ORDERED	QTY RECEIVED	QTY SHORT	QTY RETURNED	TITLE	TITLE CODE OR ISBN	LIST PRICE	DISCOUNT	PROBLEM CODE	ACTION CODE

Include the form in your return carton. Return the carton to the warehouse on the label. Affix our return label (located at the top right hand corner on the same side of this packing list) to the carton containing this form and indicate the number of cartons being returned. Returns must be Prepaid.

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]
Sent: Tuesday, January 26, 2010 11:30 AM
To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); 'Sue Therriault (E-mail)'
Subject: FW: BPL: Draft Minutes of BOT meeting of January 13, 2009

From: Nick Langhart [mailto:nlanghart@boylston-ma.gov]
Sent: Wednesday, January 20, 2010 12:59 PM
To: 'Brad Barker'
Subject: BPL: Draft Minutes of BOT meeting of January 13, 2009

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Wednesday, January 13, 2010

Attendees:
Brad Barker, Ken Linell, Letty Ridinger, Richard Reardon, Susan Therriault and Nick Langhart, director

Call to Order:
The meeting was called to order by chair Brad Barker at 7:06 pm.

Approval of Minutes:
The minutes of the meeting of December 9, 2009 were approved as presented.

Correspondence:
The annual Legislative breakfast will be on Friday, January 29, 2010 at 8:00 am at the Worcester Public Library. Brad, Rich and Susan indicated an interest in attending.
A 12/30/09 memo from the MBLC stated that 98 municipalities have applied for MAR waivers for FY 2010. These will be considered by the Commissioners on 1/07/10.
By receipt of this letter, we are exempted from the in-person waiver presentation requirement. The MBLC will vote on all applicants on 2/04/10.

Treasurer's report:
Ken reported a balance as of 1/13/10 of $7,556.68. He reported the recovery of two lost checks from Letty; Metropolitan Antiques Class-action suit settlement of $350.73 and $154 18 Foundation postage reimbursement. The report was approved.

Budget status:
Nick distributed copies of the FY'11 budget with notes which he submitted to the Town Administrator on December 17. These were discussed. The current Librarian's report indicates that, with half the fiscal year past, 50% of the budget remains, although most of the fuel expense will come in the second half.
We will be meeting with the Finance Committee on Wednesday, February 3rd at 7:00 pm to present the FY'11 budget and to advocate for the C/W Mars automation upgrade. We also must stress the need for equitable wage increases, as no maximum guidelines have been set. It was decided to meet at 6:00 pm at the Municipal Office Building prior to the meeting to discuss our approach. Brad will meet with Nick soon to develop rationales to substantiate some of the budget figures.

Director's report:
The library's annual report for 2009 is due to the Administrator's office on 1/25/10. Nick gave Brad an outline of achievements and issues and the trustees meeting attendance records for 2009. Brad will prepare the narrative.

TONNESON & COMPANY CPAs PC
Certified Public Accountants and Business Consultants

October 27, 2006

Board of Directors
Environmental Federation of New England, Inc.
d/b/a Earth Share of New England
Boston, Massachusetts

Statement on Auditing Standards (SAS) No. 61, *Communication with Auditing Committees* issued by the AICPA Auditing Standards Board requires us, as auditors, to communicate certain matters to those responsible for the oversight of the financial reporting process. The following comments regarding the scope and results of our audit of Environmental Federation of New England, Inc. for the year ended June 30, 2006 will assist you in overseeing the financial reporting and disclosure process for which management is responsible.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement, whether from (a) errors, (b) fraudulent financial reporting, (c) misappropriation of assets or (d) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. The objective of our audit is to express an opinion about whether the financial statements are fairly presented in accordance with U.S. generally accepted accounting principles. Because of the concept of reasonable assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control structure of Environmental Federation of New England, Inc. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control structure.

Significant Accounting Policies

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Environmental Federation of New England, Inc. are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2006. We noted no transactions entered into by the Environmental Federation of New England, Inc. during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

401 Edgewater Place • Suite 300
Wakefield, MA 01880-6208
T: 781.245.9999 • F: 781.245.8731
www.tonneson.com

PRINTED ON RECYCLED PAPER

Cheryl Newcomb is replacing Priscilla O'Connor's Tuesday morning work and Ashley Brigham has taken her Thursday evening hours. Priscilla will continue to work alternate Saturdays and do the once-a-month circulation totals and cash counting.
Door-counting has begun again and will continue to April.
Paula has just completed the weeding of the non-fiction collection. The fiction weeding was done last year.
Nick contacted Belmont Springs Water to have our invoicing transferred to the State contract; 5 gal water bottles that were $3.24 will now cost $2.29 and monthly cooler charges that were $11.00/mo will be waived. The contract will be renegotiated by the state in April.
The Foundation has been given specifics on the purchase of two HP netbooks costing about $700 that they are interested in purchasing for the library. We may need to ask for a wireless printer to use with the netbooks as well. Other goals for the upcoming Annual Appeal were discussed and will be confirmed with the Foundation's Development Committee.

Old Business:
Brad discussed the LPC meeting of December 10th at which the draft of the architect's final report and cost estimate was reviewed for completeness. Though the construction cost estimate is high, c. $1.235 million, it was not deemed prudent to suggest scope reductions at this time. Additional probable owner's costs (design fees, testing, OPM, temporary facilities & relocation costs, ff&e, unforeseen condition contingency, etc.), move the final figure to about $1.8 million. No substantive changes to the draft were suggested.
The LPC met with the architects on December 17th to accept the final report, "Feasibility Study and Schematic Design for Renovation" with seven copies and an electronic version to come [delivered 12/29/09]. The architects were thanked for their work and some publicity photos were taken.

New Business:
Brad moved that the Board of Trustees accept the recommendation of the LPC to approve the Feasibility Study and Schematic Design by Dinneen Architects & Planners for the renovation of the library. The motion was seconded by Susan Therriault and passed unanimously.
Brad then moved that the Board of Trustees accept the final invoice from the architects dated December 14, 2009 and authorize the payment of $3,000 from the discreet 'Gift Account' at Clinton Savings Bank. The motion was seconded by Ken Linell and passed unanimously. All trustees present signed the payment voucher.
Brad then discussed the next steps for the LPC and the Trustees which will run on two tracks; 1) initiate Phase 1 using private funds beginning in the spring and, 2) with the Foundation develop a plan for publicity and fundraising for Phase 2 perhaps including a capital campaign and the preparation of a revenue-generating warrant article for approval at the Annual Town Meeting of May, 2011.
The LPC will convene its next meeting on Wednesday, January 27, 2010 at 6:30 pm.
Nick is planning to attend a Disaster Preparedness Conference sponsored by FEMA, MEMA and the MBLC at the Gardner Library January 14, 2010.

Adjournment:
There being no further business, the meeting was adjourned at 8:28 pm.

Respectfully submitted,

Richard Reardon, Secretary

The next meeting of the Board will be prior to the FinComm meeting at Town Hall, 6:00 Wednesday February 3rd and the next regular Board meeting will be with the Foundation Board and the Friends February 11th at the library at 7:00 pm.

TERI

MEMORANDUM

TO: Massachusetts Schools, Public Libraries, Community and Faith-Based Organizations

FROM: Kristi Pierce
Director, College Access Programs, TERI

RE: **Free Financial Aid Application Assistance for Massachusetts Residents**

DATE: January 15, 2010

Many students and families worry that they cannot afford college. They often do not realize that millions of dollars in financial aid are available through the state-funded Mass Grant program, the federal government, and colleges and universities. January signals the launch of the student financial aid application process, the time when those planning to attend college next fall must apply for financial aid.

We need your help! Please let students planning to go to college know that they need to apply for aid as soon after January 1st as possible.

TERI College Planning Centers offer free assistance with completing financial aid applications, both in-person, at Centers, and over the phone by calling **1-877-ED-AID-4U (1-877-332-4348)**. This service is provided by TERI with funding and support from the Massachusetts Department of Higher Education – Office of Student Financial Assistance and the Massachusetts Rehabilitation Commission.

To assist, please take the following steps:

1. Place the enclosed poster in an area of your organization with the heaviest public foot traffic; copy and distribute fliers wherever appropriate.

2. Encourage people to apply for financial aid and use the assistance available to them, including calling TERI's toll free hotline: **1-877-ED-AID-4U (1-877-332-4348)**.

TERI's Educational Advisors are available to help. Financial aid questions should be referred to TERI's toll free hotline: 1-877-ED-AID-4U (1-877-332-4348). Questions specific to this information campaign can be forwarded to Kristi Pierce at 617-535-6820.

BOT NOTES 1/13/10

BB
KL
LR
RR
ST

7:00 CTC. Min's - MSP

Legis bkfst at WPL 1/29
Rich BB, ST

Treas: 1/13/10 $7,556.68 + chks issued 154 (Fdn) + Nat Hy $350.13 = N

MSP

Budget status:

→ 600 for pre-meeting 1/13/10 w/ Jim comm
→ BB + NL to meet – add door counts – add + incl. gift/circ counts
→ for next mtg – door counts Tully
~~→ post 2/3 pre-mtg~~
→ dig up gift list for Fdn. may need wireless printer + print server DW – how will we pull from net-books?
→ E-books – what ones?
~~→ add MBLC conf letter~~ to mins (correspn)

OLS
Receipt of LPC exec to accept READI: 1.2 m const, plans, etc. 1.6 m. public

NB
Move (BB) that BET accept READI $ as part of design + const of Lib. Second (ST), MSP unanimously

Move to pay (BB) pay - except invoice (2NA - KL). Second (ST). MSP unanimously.

NEXT STEPS
2 streams 1) start plans + private funds 2) see if Fdn plans for $, cap campgn? + plan for May 2011 ATM.

LPC to meet again on weeds 1/27 6:30

~~→ last LPC 1/27~~

8:25

695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399
BOYLSTON PUBLIC LIBRARY

Year
2010

BOYLSTON PUBLIC LIBRARY

Record of Working Hours for:

Week of	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total hrs/wk	Sent to accountan
Jan 3								
Jan 10								
Jan 17								
Jan 24								
Jan 31								
Feb 7								
Feb 14								
Feb 21								
Feb 28								
Mar 7								
Mar 14								
[illegible] 21								
Mar 28								
Apr 4								
Apr 11								
Apr 18								
Apr 25								
May 2								
May 9								
May 16								
May 23								
May 30								
[illegible]ne 6								
June 13								
June 20								
June 27								

MBLC Waiver status

Commonwealth of Massachusetts
Board of Library Commissioners

98 North Washington Street • Boston, Massachusetts 02114
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

DATE: December 30, 2009

TO: FY2010 Municipal Appropriation Requirement Waiver Applicants

FROM: Dianne L. Carty, Head of Data, Technology, Construction and State Aid

SUBJECT: Waiver Applications to be Considered at the January 7, 2010 Board Meeting

A total of 98 municipalities and their libraries applied for a waiver of the Board of Library Commissioners' FY 2010 Municipal Appropriation Requirement. These 98 waiver applications will be considered by the Board on January 7, 2010 at the Thomas Crane Library in Quincy.

If you are receiving this memo then your library *does not need* to present its waiver application in person to the Board of Library Commissioners.

Six of the ninety-eight waiver applicants are scheduled to present their applications in person to the Board of Library Commissioners. They are: **Dartmouth, Holbrook, Hull, Lakeville, Russell, and Tyngsboro.** Only these municipalities and their libraries need to present their waiver applications in person to the Board.

After considering the 98 waiver applications on January 7th, the Commissioners will vote to grant or deny waivers at their meeting on February 4, 2010.

Please contact Dianne L. Carty or Ned Richards if you have any questions.

2009

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Friday, December 04, 2009 5:38 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); 'Sue Therriault (E-mail)'

Subject: BPL: Agenda for meeting of December 9, 2009

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Agenda of Meeting
for
Wednesday, December 9, 2009, 7:00 pm

Call to Order

Correspondence

Treasurer's report
Income: $10 check for overdues from Richardson

Budget status
Presentation of initial draft of FY'11 budget

Director's report
Priscilla will reduce hours after January 1, plans for coverage
Bid for heating system maintenance received
Copies of all past minutes of BOT and LPC sent to Town Clerk

Old Business
Status of request to Foundation for automation start-up costs
Report of LPC progress, draft final report received from REDAP

New Business

Adjournment

Attachments:
Minutes of meeting of November 11, 2009
Librarian's report for November
Children's Room report
Bid from Projects Plus
Centralities (last one in print)

12/4/2009

HASSLE FREE FORM FOR BOOK AUDIO DISCREPANCY RETURNS REPORT

BOYLSTON PUBLIC LIBRARY
BMARC/ADULT
695 MAIN ST
BOYLSTON, MA
01505-1308

All discrepancy returns MUST be accompanied by this form and MUST be returned within 30 days from date of this packing list. When you are reporting discrepancies rather than returning a product, i.e., shortage, discount errors, etc., send this form to Customer Service. Be sure the discrepancy return report listed on this form concerns the titles on previous page(s), since a copy of the appropriate packing list must accompany a Hassle Free return. If you are unable to send this packing slip or a copy, please contact Customer Service. RETURNS RECEIVED THAT DO NOT FOLLOW THE ABOVE INSTRUCTIONS WILL BE RETURNED TO YOU AT YOUR EXPENSE. Defective Book and Audio Products are an exception to above instructions. Returns for these products do not require a proof of purchase and are not restricted to a time limit.

INGRAM

1210 INGRAM DRIVE
CHAMBERSBURG, PA. 17202

20G2351

CUT ALONG LINES

BE SURE TO INCLUDE THE ABOVE RETURN LABEL ON YOUR CARTON

STOCK STATUS CODES

CANC - Canceled
FTR - Future Release-Waiting for On-Sale Date
NOP - Not Our Publication
NYR - Not Yet Received
N S - Not Stocked
OP - Out of Print
OSI - Out Indefinitely at Publisher
OS - Out of Stock at Publisher
O/S - Out of Stock at Ingram
PPD - Postponed
PTO - Print-To-Order, title shipping separately
REM - Remaining
SLSH - Slash
S/W - Secondary Warehouse
UNAV - Unavailable
1SRC - One Source

PROBLEM CODE

1. DAMAGED - (Initially received in damaged condition)
2. TITLE CODE ERROR - (Incorrect title ordered)
3. PULLING ERROR - (Please specify title received and title billed)
4. SHORTAGE - (Please indicate number of cartons received)
5. QUANTITY ERROR - (Please indicate number of cartons received)
6. CARTONS DAMAGED OR LOST IN TRANSIT - (Call Customer Service Immediately)
7. CARTONS RECEIVED THAT WERE NOT ORDERED - (Call Customer Service Immediately)
8. OTHER - (Please explain) _____
9. DEFECTIVE (Please describe) _____

OTHER ABBREVIATIONS

B (In BO Column) – Backorder
IPS – From Ingram Publisher Services

ACTION CODE

A. Title being returned
Please credit my account

B. Title being kept
Please credit/bill my account

C. Shortage
Please credit my account

D. Title not billed, no credit due

Please fill in appropriate boxes for proper credit. Please list the item(s) returned and use the appropriate problem code and action code, as stated above.
You MUST list the TITLE CODE OR ISBN to receive proper credit.

DATE OF RETURN | YOUR CLAIM OR P.O. NUMBER | SHIP TO OR ACCOUNT NUMBER

QTY	QTY	QTY SHORT	QTY	TITLE	TITLE CODE OR ISBN	LIST PRICE	DISCOUNT	PROBLEM CODE	ACTION CODE

Include the form in your return carton. Return the carton to the warehouse on the label. Affix our return label (located at the top right hand corner on the same side of this packing list) to the carton containing this form and indicate the number of cartons being returned. Returns must be Prepaid.

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Wednesday, December 9, 2009

Attendees:
Brad Barker, Ken Linell, Richard Reardon, Susan Therriault and Nick Langhart, director.

Call to Order:
The meeting was called to order by Chair Brad Barker at 7:10 p.m.

Approval of Minutes:
The minutes of the Board meeting of November 11, 2009 were approved as presented.

Treasurer's report:
The balance in the Trustees account as of October 9 was $7,498.80. It was moved, seconded and passed to accept the Treasurer's report.
Income: a check for $10 for Margo Richardson's lost tape was given to Ken for deposit.
Ken asked Nick for information on the Metropolitan Antiques fax mis-use class-action lawsuit so we could request a new settlement check from them.

Budget status:
Nick distributed a draft of the proposed FY2011 budget for comment.
The Trustees' meeting with the Finance Committee has been scheduled for February 3rd at 7:00pm at the Municipal Office Building.

Director's report:
Library Assistant Priscilla O'Connor will be reducing her hours starting in January and Paula Peterson plans to retire sometime after July 1, 2010.
The Town's policy on payment of accrued sick time will need to be investigated.
A bid of $2,245 was received from a heating/air conditioning specialist for inspecting and adjusting/repairing our heating system. After discussion, Brad said he would talk to his neighbor, Harold Peterson, about alternative solutions to reduce the expense of our old and inefficient system.
All copies to date of the minutes of Board and LPC have been delivered to the Town Clerk for filing.

Old Business:
The Foundation has graciously agreed to underwrite the initial $5,000 start-up expense for automation of circulation through C/W MARS, contingent on FinComm and Town Meeting approval of an FY2011 budget that includes the additional annual $3,769 automation cost (from $2,944 to $6,713).
Brad stated that the LPC has received and will review the draft of REDAP's final report at their meeting on December 10. It is comprehensive and detailed. The construction cost has been estimated at $1,235 million and the addition of project costs (eg, project manager, bonding costs, relocation expenses, etc,) may raise the price to about $1.8 million for all three phases. How and when to consider cost reductions was discussed. There is a last meeting scheduled with the architects on December 17 for presentation of the schematic phase final report.

New Business:
The LPC will ask the Trustees to accept REDAP's report and approve their final bill for payment at their January 13, 2010 meeting.

Adjournment:
There being no further business, the meeting was adjourned at 8:33 pm.

Respectfully submitted,

Richard Reardon, Secretary

Attn.: Nick

BETTE BRYANT/BETTE.BRYANT@INGRAMBOOK.COM
800-937-8100 x 37174, FAX 615 213 6519

DATE: 07/15/09
TIME: 14:10:30
PAGES: 002

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Wednesday, December 9, 2009

Attendees:
Brad Barker, Ken Linell, Richard Reardon, Susan Therriault and Nick Langhart, director.

Call to Order:
The meeting was called to order by Chair Brad Barker at 7:10 p.m.

Approval of Minutes:
The minutes of the Board meeting of November 11, 2009 were approved as presented.

Treasurer's report:
The balance in the Trustees account as of October 9 was $7,498.80. It was moved, seconded and passed to accept the Treasurer's report.
Income: a check for $10 for Margo Richardson's lost tape was given to Ken for deposit.
Ken asked Nick for information on the Metropolitan Antiques fax mis-use class-action lawsuit so we could request a new settlement check from them.

Budget status:
Nick distributed a draft of the proposed FY2011 budget for comment.
The Trustees' meeting with the Finance Committee has been scheduled for February 3rd at 7:00pm at the Municipal Office Building.

Director's report:
Library Assistant Priscilla O'Connor will be reducing her hours starting in January and Paula Peterson plans to retire sometime after July 1, 2010.
The Town's policy on payment of accrued sick time will need to be investigated.
A bid of $2,245 was received from a heating/air conditioning specialist for inspecting and adjusting/repairing our heating system. After discussion, Brad said he would talk to his neighbor, Harold Peterson, about alternative solutions to reduce the expense of our old and inefficient system.
All copies to date of the minutes of Board and LPC have been delivered to the Town Clerk for filing.

Old Business:
The Foundation has graciously agreed to underwrite the initial $5,000 start-up expense for automation of circulation through C/W MARS, contingent on FinComm and Town Meeting approval of an FY2011 budget that includes the additional annual $3,769 automation cost (from $2,944 to $6,713).
Brad stated that the LPC has received and will review the draft of REDAP's final report at their meeting on December 10. It is comprehensive and detailed. The construction cost has been estimated at $1,235 million and the addition of project costs (eg. project manager, bonding costs, relocation expenses, etc,) may raise the price to about $1.8 million for all three phases. How and when to consider cost reductions was discussed. There is a last meeting scheduled with the architects on December 17 for presentation of the schematic phase final report.

New Business:
The LPC will ask the Trustees to accept REDAP's report and approve their final bill for payment at their January 13, 2010 meeting.

Adjournment:
There being no further business, the meeting was adjourned at 8:33 pm.

HASSLE FREE FORM FOR BOOK AUDIO
DISCREPANCY RETURNS/REPORT

BOYLSTON PUBLIC LIBRARY
BMARC/CHILDRENS
695 MAIN ST
BOYLSTON, MA
01505-1308

[redacted]crepancy returns MUST be accompanied by this form and MUST be returned within 30 [redacted]rom date of this packing list. When you are reporting discrepancies rather than returning a product, i.e. ... shortage, discount errors, etc. ... send this form to Customer Service. Be sure the discrepancy return/report listed on this form concerns the titles on previous page(s), since a copy of the appropriate packing list must accompany a Hassle Free return. If you are unable to send this packing slip or a copy, please contact Customer Service. RETURNS RECEIVED THAT DO NOT FOLLOW THE ABOVE INSTRUCTIONS WILL BE RETURNED TO YOU AT YOUR EXPENSE. Defective Book and Audio Products are an exception to above instructions. Returns for these products do not require a proof of purchase and are not restricted to a time limit

INGRAM

1210 INGRAM DRIVE
CHAMBERSBURG, PA. 17202

20G2768

CUT ALONG LINES

BE SURE TO INCLUDE THE ABOVE RETURN LABEL ON YOUR CARTON

STOCK STATUS CODES

CANC - Canceled
FTR - Future Release-Waiting for On-Sale Date
NOP - Not Our Publication
NYR - Not Yet Received
N/S - Not Stocked
OP - Out of Print
OSI - Out Indefinitely at Publisher
OS - Out of Stock at Publisher
O/S - Out of Stock at Ingram
PPD - Postponed
PTO - Print-To-Order, title shipping separately
REM - Remaining
SLSH - Slash
S/W - Secondary Warehouse
UNAV - Unavailable
1SRC - One Source

PROBLEM CODE

1. DAMAGED - (initially received in damaged condition)
2. TITLE CODE ERROR - (incorrect title ordered)
3. PULLING ERROR - (Please specify title received and title billed)
4. SHORTAGE - (Please indicate number of cartons received)
5. QUANTITY ERROR - (Please indicate number of cartons received)
6. CARTONS DAMAGED OR LOST IN TRANSIT - (Call Customer Service Immediately)
7. CARTONS RECEIVED THAT WERE NOT ORDERED - (Call Customer Service Immediately)
8. OTHER - (Please explain)_____
9. DEFECTIVE (Please describe)_____

OTHER ABBREVIATIONS

B (In BO Column) = Backorder
IPS = From Ingram Publisher Services

ACTION CODE

A. Title being returned
Please credit my account

B. Title being kept
Please credit/bill my account

C. Shortage
Please credit my account

D. Title not billed, no credit due

[redacted]e fill in appropriate boxes for proper credit. Please list the item(s) returned and use the appropriate problem code and action code, as stated above
You MUST list the TITLE CODE OR ISBN to receive proper credit

DATE OF RETURN	YOUR CLAIM OR P.O. NUMBER	SHIP TO OR ACCOUNT NUMBER

QTY ORDERED	QTY RECEIVED	QTY SHORT	QTY RETURNED	TITLE	TITLE CODE OR ISBN	LIST PRICE	DISCOUNT	PROBLEM CODE	ACTION CODE

Include the form in your return carton. Return the carton to the warehouse on the label. Affix our return label (located at the top right hand corner on the same side of this packing list) to the carton containing this form and indicate the number of cartons being returned. Returns must be Prepaid.

Respectfully submitted,

Richard Reardon, Secretary

HASSLE FREE FORM FOR BOOK AUDIO
DISCREPANCY RETURNS/REPORT

BOYLSTON PUBLIC LIBRARY
BMARC/CHILDRENS
695 MAIN ST
BOYLSTON, MA
01505 1308

All discrepancy returns MUST be accompanied by this form and MUST be returned within 30 days from date of this packing list. When you are reporting discrepancies rather than returning a product, i.e. ... shortage, discount errors, etc. ... send this form to Customer Service. Be sure the discrepancy return/report listed on this form concerns the titles on previous page(s), since a copy of the appropriate packing list must accompany a Hassle Free return. If you are unable to send this packing slip or a copy, please contact Customer Service. RETURNS RECEIVED THAT DO NOT FOLLOW THE ABOVE INSTRUCTIONS WILL BE RETURNED TO YOU AT YOUR EXPENSE. Defective Book and Audio Products are an exception to above instructions. Returns for these products do not require a proof of purchase and are not restricted to a time limit.

INGRAM

1210 INGRAM DRIVE
CHAMBERSBURG, PA. 17202

20G2768

CUT ALONG LINES

BE SURE TO INCLUDE THE ABOVE RETURN LABEL ON YOUR CARTON

STOCK STATUS CODES:

CANC - Canceled
FTR - Future Release-Waiting for On-Sale Date
NOP - Not Our Publication
NYR - Not Yet Received
N/S - Not Stocked
OP - Out of Print
OSI - Out Indefinitely at Publisher
OS - Out of Stock at Publisher
O/S - Out of Stock at Ingram
PPD - Postponed
PTO - Print-To-Order, title shipping separately
REM - Remaining
SLSH - Slash
S/W - Secondary Warehouse
UNAV - Unavailable
1SRC - One Source

PROBLEM CODE:

1. DAMAGED - (initially received in damaged condition)
2. TITLE CODE ERROR - (incorrect title ordered)
3. PULLING ERROR - (Please specify title received and title billed)
4. SHORTAGE - (Please indicate number of cartons received)
5. QUANTITY ERROR - (Please indicate number of cartons received)
6. CARTONS DAMAGED OR LOST IN TRANSIT - (Call Customer Service Immediately)
7. CARTONS RECEIVED THAT WERE NOT ORDERED - (Call Customer Service Immediately)
8. OTHER - (Please explain)_____
9. DEFECTIVE (Please describe)_____

OTHER ABBREVIATIONS

B (In BO Column) = Backorder
IPS = From Ingram Publisher Services

ACTION CODE

A. Title being returned
Please credit my account

B. Title being kept
Please credit/bill my account

C. Shortage
Please credit my account

D. Title not billed, no credit due

Please fill in appropriate boxes for proper credit. Please list the item(s) returned and use the appropriate problem code and action code, as stated above.
You MUST list the TITLE CODE OR ISBN to receive proper credit.

DATE OF RETURN	YOUR CLAIM OR P.O. NUMBER	SHIP TO OR ACCOUNT NUMBER

QTY ORDERED	QTY RECEIVED	QTY SHORT	QTY RETURNED	TITLE	TITLE CODE OR ISBN	LIST PRICE	DISCOUNT	PROBLEM CODE	ACTION CODE

Include the form in your return carton. Return the carton to the warehouse on the label. Affix our return label (located at the top right hand corner on the same side of this packing list) to the carton containing this form and indicate the number of cartons being returned. Returns must be Prepaid.

BCT 12/8/09 Notes

BB
KL
RGE
ST
N

7:10 CTO

→ get metropolitan Antiques file for KL

minutes: MSP

→ Do mins in week following - BB

~~the~~ TREAS:

Oct 9: $7,498.20 MSP to approve

FY'11 Budget:

disc of Tech - Windows + Dept of Library

DR

P.O'C

→ Stick trim at retirement - PP

Htg sys bid

Harold Peterson Oil; BB will call for line-up

OB

$1.235 million for demo "construction" per est

Jon BCT approved by ICE Dept + bid bill

2:33 Mtg

RULES AND REGULATIONS FOR THE USE OF THE BOYLSTON TOWN HOUSE

1. Organization & Supervision

A Committee of Five (5) people appointed annually by the Board of Selectmen, hereinafter referred to as the Town House Committee, shall govern the Boylston Town House. This Committee shall have the authority to appoint an agent to assist in the administration of the Town House, although the final responsibility for the enforcing the following regulations shall rest with the Committee

2. Use of the Town House and Grounds shall be as follows:

A. Town Organization Meeting

The Boylston Town House will be available for the use by currently existing Boylston adult and youth non-profit organizations.*

Applications shall be made on a form provided by the Town Clerk, and will require the approval of the Town House Committee, or its agent.

Applications will not be accepted from anyone under the age of (21) twenty-one.

Youth Service Groups (Brownies, Girl Scout, Boy Scout, 4 H, Church Youth Groups, etc.) Will be allowed the use of areas of the building for meetings with the approval of the Town House Committee with no rental or custodial fee required, provided that such meetings are held when, and only when proper supervision by adults is present in the areas of the building being used. The Building will not be opened without this supervision.

- Town House grounds will be available to both of the above-mentioned groups for the use without rental fees, but only with the approval of the Town House Committee.

B. Town Organization Fund Raising and or Social Events

Each organization holding this type of function will be responsible for providing a custodian, police officer, and firefighter at the recommendation of the appropriate department head: The Highway Superintendent, Police Chief, and Fire Chief shall make a determination as to whether or not manpower is needed for each specific function, and will so note on the bottom of the application on their appropriate areas.

The rate of payment shall be as directed by each department head.

C. Private use.

The same application must be filled out approval as with other groups. The same rules apply to Fire, Police, and Custodian, both in their need, and in their payment.

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Friday, November 06, 2009 5:10 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); 'Sue Therriault (E-mail)'

Subject: BPL: Agenda for Trustees meeting of November 11, 2009

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Agenda
7:00 pm, Wednesday, November 11, 2009

Call to Order

Correspondence
- Second bill for architectural services from REDAP, $3,000; please sign new voucher

Treasurer's report
- Status of 3 lost deposits
- Income: 2 checks for library fines: $6 Shank, $5 Moore.

Budget status
- Mininet quote received from C/W MARS for FY'11
- Review of fuel oil consumption, '01-'09

Director's report
- Plea agreement reached in Friend's case
- MBLC financial/compliance report mailed 10/16
- Waiver of MAR application nearly ready, due 11/13
- Signed REDAP contract received
- Purchased (2) and installed (1) new bar code scanner, $148.00 each
- Edited background portion of REDAP's final report

Old Business
- Report on LPC progress
- Brad's presentation to Foundation, 10/28 and to Men's Club 11/2

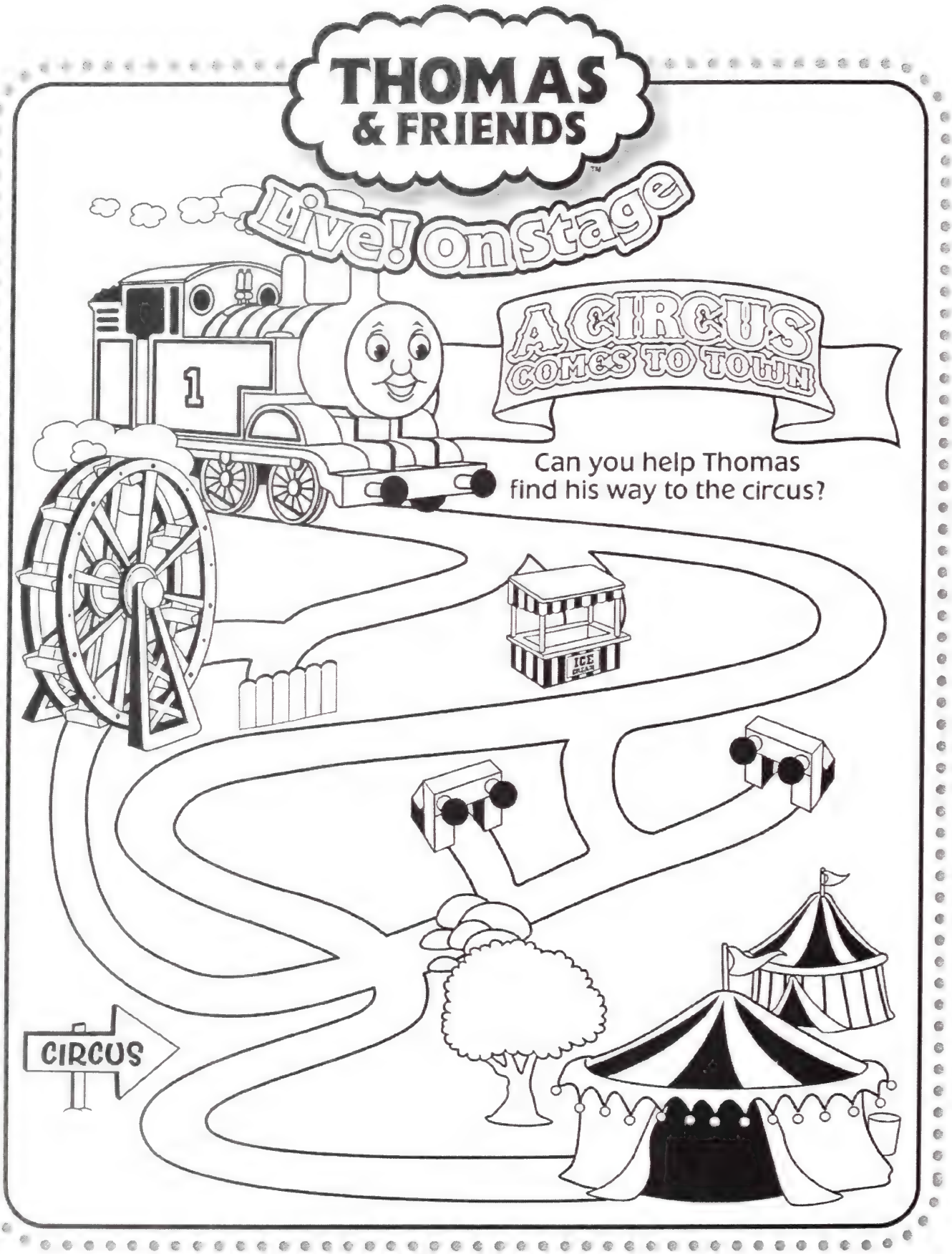
New Business
- Shall we be closed Saturday, Dec 26 and Jan 2?
- Shall director be able to authorize Board-approved capital expense bills for payment?

Adjournment

Attachments:
- Minutes of meeting of October 14, 2009
- C/W MARS Mininet quote
- Librarian's report for October
- Children's Room report
- Telegram & Gazette: "Sterilite donates library…", November 1, 2009
- Centralities

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505
508-869-2371

11/10/2009



The HANOVER THEATRE for the Performing Arts | www.thehanovertheatre.org 877.571.SHOW | THOMAS & FRIENDS MONDAY, APRIL 13 AT 7PM

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Friday, December 04, 2009 5:39 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); 'Sue Therriault (E-mail)'

Subject: BPL: Minutes of Trustees meeting of November 11, 2009

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Wednesday, November 11, 2009

Attendees:
Brad Barker, Ken Linell, Richard Reardon, Susan Therriault and Nick Langhart, director.

Guests:
Sarah Scheinfein, Jean Therriault

Call to Order:
The meeting was called to order by Chair Brad Barker at 7:03pm

Approval of Minutes:
The minutes of the Board meeting of October 14, 2009 were approved as presented.

Correspondence:
A second bill from Dinneen Architects & Planners for $3,000 has been received. It was moved, seconded and approved unanimously to approve payment. All trustees present signed the voucher.

Treasurer's report:
The November statement has not been received from Commerce Bank, so no monthly total was reported.
Letty has found the $25.00 lost book check, one of three still undeposited.
Sarah will initiate the reissue of the $154 check from the Foundation for annual appeal postage of February of 2009. [The class-action settlement compensation re: Metropolitan Antiques fax violations is likely unrecoverable.]
Income: checks of $6 from Shank, $5 from Moore, (late fees) given to Treasurer

Budget status:
Nick distributed copies of the quote for Mininet membership sent by C/W MARS which will be used in the preparation of the FY'11 budget proposal.
We will ask the Foundation to underwrite the $5,000 one-time start-up cost for automation. Their next meeting will be December 2.
Nick was asked to prepare an initial FY'10 budget draft for consideration at next month's meeting.
Nick distributed a list of annual fuel oil usage and cost from 2000 to the present, which has been increasing in recent years. He was asked to seek a quote for adjustment/repair of the system since it will be in use for at least 2 more years.

Director's report:
Sarah reported the most recent information on the plea agreement resolution of the Friend's theft case. The library should be receiving a full reimbursement check from the court in 10 days to 2 weeks. A no-contact order is in effect. The Board expressed their thanks to Sarah and all the Friends officers for their persistence in pursuit of a fair settlement over the last 2 years of depositions, court appearances and impact statements.
The library's financial and compliance report to the MBLC was mailed October 16 and has been acknowledged.
The FY'10 MAR waiver application is nearly ready for mailing on November 13. [Posted: receipt has been acknowledged.]
The signed contract for architectural services has been received from REDAP.
The barcode scanner has failed; we ordered two new ones for $148 each. The second is for the children's room

INGRAM

Fed-Id
62-1746696

INVOICE

REMIT TO

Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384 7616
1-800-937-5300 option 1

INVOICE	MO	DAY	YEAR	BATCH
60146525	11	16	2009	

ORDER ENTRY	ACCOUNT	PAGE	FAX
C72S39LC	20G2351	1	

018

DUNS 00-405-2155

SOLD TO 20G2351
BOYLSTON PUBLIC LIBRARY
BMARC/ADULT
695 MAIN ST
BOYLSTON, MA 01505-1308

SHIP TO 20G2769
BOYLSTON PUBLIC LIBRARY
NON-PROCESSED ACCOUNT
695 MAIN ST
BOYLSTON, MA 01505-1308

TERMS: 1% 10 NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY Ordered	QUANTITY Shipped	T/C AUTHOR	TITLE				UNIT PRICE	% DISC.	UNIT PRICE AFTER DISC	EXTENSION
1	1	HOLLIS PO 11131519	SECRET LIVES OF BUILDINGS	0422	R	9780805087857	28.00	46.7	14.92	14.92
1			Retail: 28.00			SubTotal:	28.00			14.92
			Chambersburg FedEx Scranton Drop Linehaul			Shipping/Handling:				.00
				#Ctns	1	Weight 1.30 Lbs				
						** Total **				14.92

If prepaid, please disregard. If paying by Invoice, please cut along dotted line and return lower portion with payment.

INGRAM

Ingram Library Services
PO BOX 277616
ATLANTA, GA 30384-7616
1-800-937-5300 option 1

OF # C72S39LC

ACCOUNT # 20G2351

INVOICE DATE 11/16/2009

INVOICE # 60146525

AMOUNT DUE 14.92

BING - 07296V01

in anticipation of automation.
At Jon French's request, Nick has reviewed and edited the background section of the architect's final report.

Old Business:
Brad reviewed the current renovation plans which were presented to the Foundation on October 28 and to the Men's Breakfast Club November 2 where they were well received. The LPC plans to finish the planning phase with the acceptance for review of the architect's final report on December 3; there will be one final meeting after that. The Committee will then resume meetings in January.

Brad then moved to approve the library renovation plans developed by R.E. Dinneen Architects & Planners:
"Whereas, the Boylston Public Library Board of Trustees has previously voted to improve the usefulness, efficiency and attractiveness of the Boylston Library, and,
"Whereas, the Boylston Public Library Board of Trustees has previously voted to approve the selection and contract of R E Dinneen Architects & Planners, Inc. to create a master plan and design for the renovation and remodeling of the interior of the existing library, and
"Whereas, the Library Planning Committee has voted and approved the proposed design of R E Dinneen Architects & Planners, Inc.,
"Resolved, in regards to the Boylston Library Master Building Plan for the renovation and remodeling of the library's 695 Main St. location, the Boylston Library Board of Trustees approves the layout and design as presented at this meeting and authorizes the Library Planning Committee to proceed with the final elements of the master plan to include phase layout and cost estimates.
Seconded by Ken Linell. Approved unanimously.

The current thoughts on the phasing of the renovation were discussed:
Phase 1 (2010 with private funds): minor exterior work on windows, trim, etc., new entrance design and perhaps a cosmetic upgrade of the main floor reading room.
Phase 2 (2011, with funds voted at May Town Meeting): all ADA and life safety compliance work, removal and replacement of heating, electrical, plumbing and septic systems. Installation of new basement floor, stair, lift, and all planned renovation work on the lower level.
Phase 3 (private funds): main floor renovation with new circulation desk, bookstack modifications and replacement lighting as per approved plans.

New Business:
Sue Therriault moved that the library be closed on Saturday, December 26, 2009 and January 2, 2010. Seconded by Ken Linell and approved unanimously.
The approval process for bills from capital funds was discussed. Brad indicated that he would call Town Treasurer Alyce Johns and discuss the matter with her.

Adjournment:
There being no further business, the meeting was adjourned at 8:30pm.

Respectfully submitted,

Richard Reardon, Secretary

HASSLE FREE FORM FOR BOOK AUDIO
DISCREPANCY RETURNS/REPORT

BOYLSTON PUBLIC LIBRARY
NON-PROCESSED ACCOUNT
695 MAIN ST
BOYLSTON, MA
01505 1308

All discrepancy returns MUST be accompanied by this form and MUST be returned within 30 [illegible] from date of this packing list. When you are reporting discrepancies rather than returning a product, i.e. ... shortage, discount errors, etc. ... send this form to Customer Service. Be sure the discrepancy return/report listed on this form concerns the titles on previous page(s), since a copy of the appropriate packing list must accompany a Hassle Free return. If you are unable to send this packing slip or a copy, please contact Customer Service. RETURNS RECEIVED THAT DO NOT FOLLOW THE ABOVE INSTRUCTIONS WILL BE RETURNED TO YOU AT YOUR EXPENSE. Defective Book and Audio Products are an exception to above instructions. Returns for these products do not require a proof of purchase and are not restricted to a time limit.

INGRAM

1210 INGRAM DRIVE
CHAMBERSBURG, PA. 17201

20G2769

CUT ALONG LINES

BE SURE TO INCLUDE THE ABOVE RETURN LABEL ON YOUR CARTON

STOCK STATUS CODES

CANC - Canceled
FTR - Future Release-Waiting for On-Sale Date
NOP - Not Our Publication
NYR - Not Yet Received
N/S - Not Stocked
OP - Out of Print
OSI - Out Indefinitely at Publisher
OS - Out of Stock at Publisher
O/S - Out of Stock at Ingram
PPD - Postponed
PTO - Print-To-Order, title shipping separately
REM - Remaining
SLSH - Slash
S/W - Secondary Warehouse
UNAV - Unavailable
1SRC - One Source

PROBLEM CODE

1. DAMAGED - (initially received in damaged condition)
2. TITLE CODE ERROR - (incorrect title ordered)
3. PULLING ERROR - (Please specify title received and title billed)
4. SHORTAGE - (Please indicate number of cartons received)
5. QUANTITY ERROR - (Please indicate number of cartons received)
6. CARTONS DAMAGED OR LOST IN TRANSIT - (Call Customer Service Immediately)
7. CARTONS RECEIVED THAT WERE NOT ORDERED - (Call Customer Service Immediately)
8. OTHER - (Please explain)_____
9. DEFECTIVE (Please describe)_____

OTHER ABBREVIATIONS

B (In BO Column) = Backorder
IPS = From Ingram Publisher Services

ACTION CODE

A Title being returned
Please credit my account

B Title being kept
Please credit/bill my account

C Shortage
Please credit my account

D. Title not billed, no credit due

Please fill in appropriate boxes for proper credit. Please list the item(s) returned and use the appropriate problem code and action code, as stated above. MUST list the TITLE CODE OR ISBN to receive proper credit.

DATE OF RETURN	YOUR CLAIM OR P.O. NUMBER	SHIP TO OR ACCOUNT NUMBER

QTY ORDERED	QTY RECEIVED	QTY SHORT	QTY RETURNED	TITLE	TITLE CODE OR ISBN	LIST PRICE	DISCOUNT	PROBLEM CODE	ACTION CODE

Include the form in your return carton. Return the carton to the warehouse on the label. Affix our return label (located at the top right hand corner on the same side of this packing list) to the carton containing this form and indicate the number of cartons being returned. Returns must be Prepaid

Boylston Public Library
695 Main St.
Boylston, MA

Board of Trustees Meeting
November 11, 2009

Whereas, the Boylston Public Library Board of Trustees has previously voted to improve the usefulness, efficiency and attractiveness of the Boylston Library, and,

Whereas, the Boylston Public Library Board of Trustees have previously voted to approve the selection and contract of R E Dinneen Architects to create a master plan and design for the renovation and remodeling of the interior of the existing library, and,

Whereas, the Library Planning Committee has voted and approved the proposed design of R E Dinneen Architects,

Resolved, in regards to the Boylston library master building plan for the renovation and remodeling of library's 695 Main St location, the Boylston Library Board of Trustees approves the layout and design as presented at this meeting and authorizes the Library Planning Committee to proceed with the final elements of the master plan to include phase layout and cost estimates.

BOT Mtg Notes Nov 11, '09

BS
RR
KL
ST
N
SS
JT

(10 7 09 minutes approved

Voucher for REDAP $3,000 all signed

ST wants payment for rent, BB wants, upon Approval

Taxes - Ken not current month -
3 lost cks, $25 ea "lost bk" ck found by LR
SS will re-issue the $154 postage reimbursement (initiate 1)

Budget
C/w more quote disc, bluestreak for

→ Next mtg: budget proposal (Fdn to next 12/2)

→ get quote on furnace adj

DR
SS on Friends core - pd in full reestablish - expect 10-12 days
Disc $ checked by BET
(the last)

OB
Plans - 10/29 Fdn presentation of plans. Tue 11/2 at Mens Club, well received, good comments. Plan to furnish pkg prior 12/3 + one last mtg on the rpt. Stand again in Jan Presentation of plans by BBS then

Motion (attached) BS moved, KL seconded, passed unanimously.

Disc of phasing: 2010 (private $) mvr ext chgs, + maybe "show" off Rdy Rm. Second phase + all of BBS (esp 2011, if need), furnace, loft, septic + full renovation of lower level. Last phase + rebuild of Main/Tues (+ private) [go to Tn once only]

NB Closing 12/20 + 1/2. w SP ST, JW KL, unanimously

adj @ 8:30

CBI REPORTS
29 MORNINGSIDE DRIVE
SHREWSBURY, MA 01545
TEL. & FAX - 508-842-6117

Town Clerk's Office
221 Main Street
Boylston, MA 01505

Thank you for sending me the previous copies of the building permits applications.

I'm enclosing a self-addressed, stamped envelope so that you can send me *copies of the building permit applications from ~2009-~8 to the present*.

If the postage on the envelope is not enough, please let me know. You may also fax me the information to the above number or email it to me at [redacted]. Thank you.

Sincerely,

Christina M. Pizzeri
Permit Data Researcher
CBI Reports

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Agenda
For
Wednesday, October 14, 2009, 7:00pm

Call to Order

Correspondence: Selectmen urge spending restraint

Treasurer's report
Ken is bonded Robin Quist gives $10.00

Budget status
Need for another MAR waiver
MBLC financial/compliance report due October 16
Banner article on possible FY'10 budget reductions

Director's report
CPC plans to give $1,000 for programs, $500 in hand
Quote for circ automation cost made to C/W Mars for FY'11
Thank-you to Jean for computerized flyover of new CR plans
Thank-you to Foundation for funds for architect fees for new plans
Thank-you to Pat Brissette for gift of flat-screen monitor

Old Business
Fall Festival plans of 10/24

New Business
Wish list for Foundation's Annual Appeal

Adjournment

Attachments:
Minutes of meeting of September 9, 2009
Librarian's report for September
Children's Room report
Centralities

Brilliance Audio, Inc.
1704 Eaton Drive
P O Box 887
Grand Haven MI 49417
Phone (616) 846-5256
Fax (616) 846-0630

STATEMENT

Customer ID	BOYLBOY
Statement Date	10/01/2009
Terms	Net 30 Days

BILL TO:

Attn Accounts Payable
Boylston Public Library
695 Main Street
Boylston, MA 01505

We Now Accept Payments By: Visa, Mastercard, Discover and American Express

REFERENCE NUMBER	DATE	TYPE	DESCRIPTION	AMOUNT	DOCUMENT BALANCE
IN0512493	9/11/2009	Invoice	Brilliance Sales Order	$54 98	$54.98

BALANCE $54.98

Current	1 to 30	31 to 60	61 to 90	Over 90
$54.98	$0.00	$0.00	$0 00	$0.00

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Wednesday, October 14, 2009

Attendees:
Brad Barker, Ken Linell, Richard Reardon, Letty Ridinger, Susan Therriault and Nick Langhart, director

Call to Order:
The meting was called to order by Chair Brad Barker at 7:02pm.

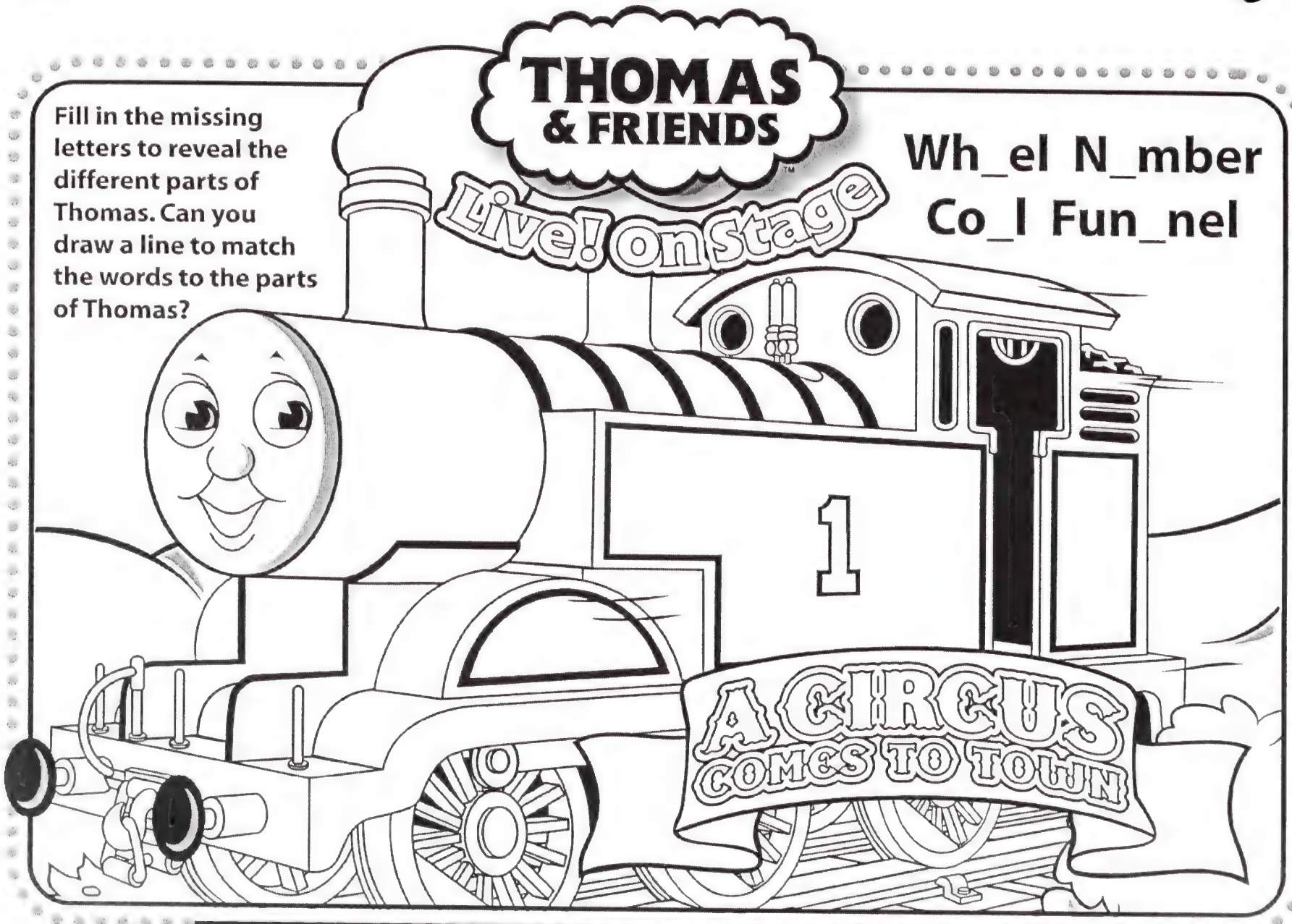
Approval of minutes:
The minutes of the Board meeting of September 9, 2009 were approved as presented.

Correspondence:
Nick read a memo to all Town department heads from the Selectmen instituting a freeze on all discretionary spending for the remainder of the fiscal year. Selectmen will need to approve all expenditures over $750.00
The West Boylston Insurance Agency has bonded Ken as treasurer of the Board for a year.

Treasurer's report:
The treasurer reported $7,498.40 in the Trustees checking account as of October 9, 2009.
Brad inquired about the $430 representing 3 undeposited checks from Letty's tenure as treasurer. Letty will follow up by getting the check-makers to issue new checks and will call Brad before the next meeting.
Robin Quist gave a check for $10.00 as a donation.
There was a discussion of the uses/limits on the use of the Trustees checking account, and the utility of having a revolving fund.
Nick asked for a motion to approve payment of the first bill for architectural services from R.E. Dinneen Architects & Planners, for $4,000. After discussion, it was moved and seconded to authorize payment from the new 'Gift Account' at Clinton Savings Bank created from the $10,000 Foundation donation, on condition of receipt of the signed contract, including the Town Accountant's signature. Approved unanimously.

Budget status:
The annual financial report and compliance form for the MBLC is ready to be sent; it is due October 16.
We are preparing an application for a waiver of the MBLC's FY2010 Municipal Appropriation Requirement since we fell short in this year's town funding by $2,475.00. But because our budget was raised by 5% over FY2009, we expect approval and do not anticipate having to personally present our petition at the Commissioner's January meeting.

Director's report:
The Community Partnership for Children has notified us that they can give $500 in support of children's programs this year, and $250 has been received. This donation is handled through the Friends.
Judy has prepared a grant application to the Cultural Council to underwrite an animal program scheduled for June, 2010.
Nick has requested a quote from C/W MARS to upgrade from OLA to Mininet status (automation of circulation functions) for the FY 2011 budget cycle.
Nick thanked Jean Therriault for creating the computerized 3-D fly-through of the new children's room, now running on the Reading Room PAC.
We thank the Foundation for the gift of $10,000 to pay the cost of the master planning work by R.E. Dinneen Architects & Planners.


THOMAS
& FRIENDS
Live! on Stage
Fill in the missing letters to reveal the different parts of Thomas. Can you draw a line to match the words to the parts of Thomas?
Wh_el N_mber
Co_l Fun_nel
1
A CIRCUS COMES TO TOWN

The HANOVER THEATRE for the Performing Arts
www.thehanovertheatre.org
877.571.SHOW
THOMAS & FRIENDS
MONDAY, APRIL 13 AT 7PM

Fran & Pat Brissette were thanked for the gift of a flat-screen monitor installed at Paula's desk by Jean.

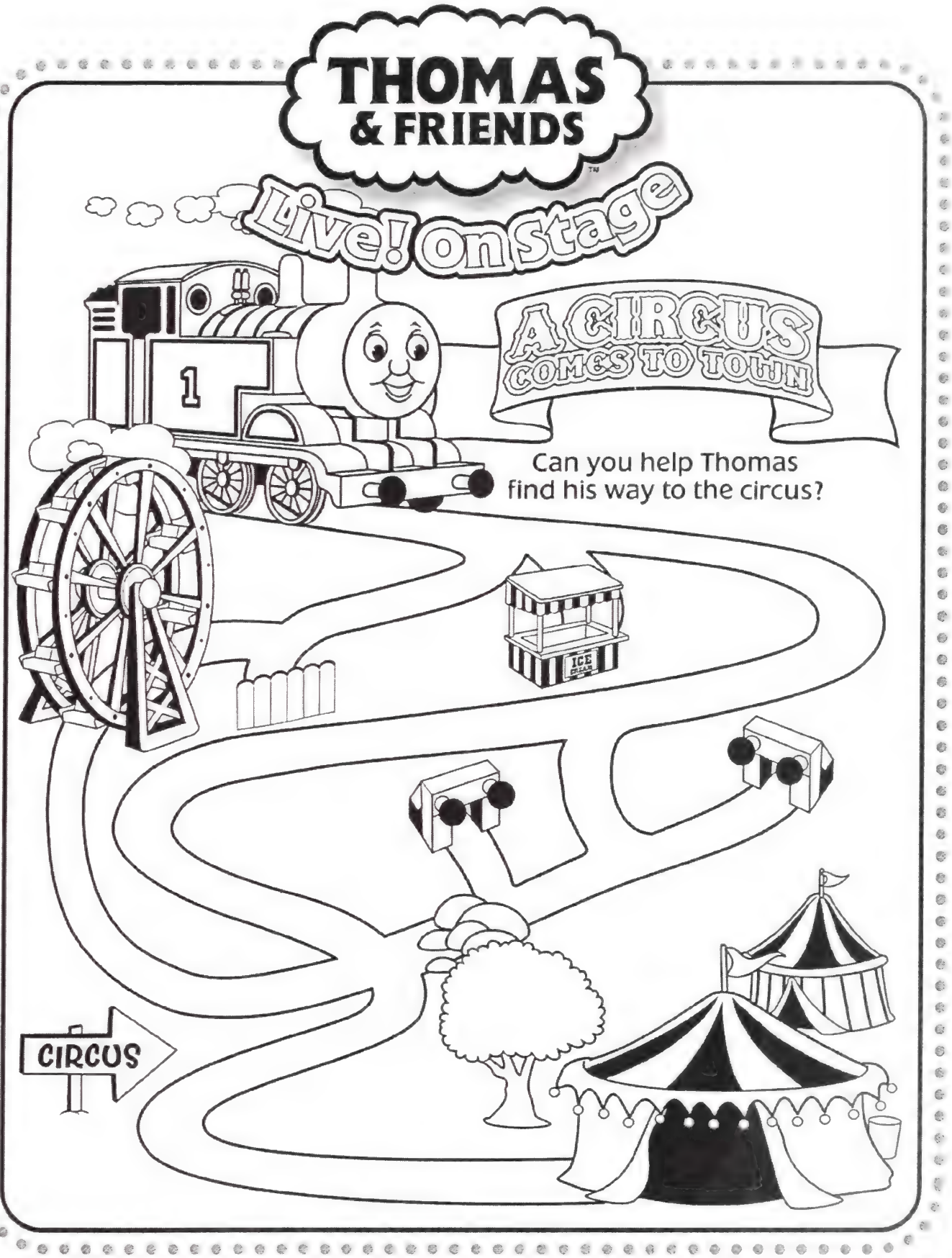
Old Business:
Arrangements for the Trustees' participation in the Fall Festival on the Common scheduled for Saturday, October 24 were discussed. [Event was later held on Sunday and the Trustees were unable to participate.]
Brad reported on recent LPC meetings and progress in designs.
The contract with Dinneen is ready to be signed.
Rich and Brad attended the Friends meeting of October 2nd and they were delighted to see the plans.
Display Boards with the latest plans have been ordered from Dinneen and will be here in time for the Fall Festival and annual meeting of the Foundation October 28th.

New Business:
An October 7th letter from Foundation president Lynn Butler asking for a report on the 2009 annual appeal gift and ideas for the 2010 gift was read and discussed. It was decided to request 2 'notebook' laptops for check-in & check-out; it would be good to test their usefulness. Also, a flat-screen TV monitor to use for cable access and DVDs and as a bulletin board could be used, probably in conjunction with the renovation. Help with initial project costs was also considered, such as lighting and carpeting. Also, we could ask again for the start-up costs associated with the C/W MARS upgrade and support of some adult and children's programming in the coming year. We could also consider a pilot project with e-books to test their popularity.

Adjournment:
There being no further business, the meeting was adjourned at 8:32pm.

Respectfully submitted,

Richard Reardon, Secretary



The HANOVER THEATRE for the Performing Arts | www.thehanovertheatre.org 877.571.SHOW | THOMAS & FRIENDS MONDAY, APRIL 13 AT 7PM

TSOT Mtg minutes 10/14/09

7pm CTO minutes USA
Slackman's resignation memo

Treas $7,498.80 as of 10/9/09.

BIB - $430 still outstanding (3 bills). Libby will follow up w/ issuers to get new cks. LR will call BIB by next mtg

$10.00 from Robin Quist

Disc ofc use/permission of Trustees fee. Revolving

REDAT bill $4000. (M St?) on condition of receipt of contract signed, of Treasm's signature.

6.00 on BIB Thursday for ST card dec's

DRpt

→ write PB on monitor, TV

↔ write to Rukhinski on c/a mass pace for determination req

OE Fall Festival

→ ST plans at 11th PB w/ tent, tables from cellar, 2 plastic will help

Funds REDAT plans to be displayed on easel. Cookies? Chips, yes

→ Helium from Cheryl?

LPC activities: weekly mtgs, art's w/ cards. Card mtg ready.

Rich + BB at Funds Cat 2 mtg, excited w/ plans. Thurs 10/15 mtg will be many "final" decisions, thurs, display panels of plans for Fall fest + Fdn annual mtg.

8:32

Disc ofc 10/8 elect plans

NB

Resp to CB's letter of 10/7/09:

ST - 2 notebook laptops for prototypical use. Docking Sta - watt meeum

BB: flat screen TV for entrance bulletin bd. Silent, wall/console?

TV screen DVD function thru TV?

carpets/lights/extension pkg? Initial proj ck

Chr Mass start-up fee.

Sponsor some programs? 2 in 2010

REFINE THIS LIST:

E-book pilot

Invite homemakers to LPC meeting - to entertain

Application for the use of the Boylston Town House

Name of Person/Organization: ___

Address: _____

Phone # of Person to Contact: ___

Date Requested: ___ Hours, From _ Until

Area(s) requested for use, Upper Hall: _____ Lower Hall: _____ Kitchen: ____

Will you be in the building before selected time to set-up? Yes No ____

I have received a copy of the rules and regulations governing the use of the Boylston Town House, and agree to comply with them.

_____ _____

(Signature) (Please Print)

TO BE FILLED OUT BY POLICE CHEIF

Police Officer Needed? Yes ___ No ___ _____

(Signature of Police Cheif)

From: _____ Until: _____ Rate per Hour $_____

TO BE FILLED OUT BY THE FIRE CHEIF

Fireman needed? Yes ____ No ____ _____

(Signature of the Fire Chief)

From: _____ Until: _____ Rate per Hour $_____

Custodial Services needed? Yes ____ No _____ _____

(Signature of Supervisor)

From: _____ Until: _____ Rate per Hour $_____

Rental Fee: $_____

*Please make check payable to: "**Town of Boylston**", and return it with this COMPLETED application to: Boylston Town Clerk's Office, re: Boylston Town House Rental, 84 Main Street, Boylston, MA 01505-1918.* □

221

TOWN OF BOYLSTON

221 MAIN STREET
BOYLSTON, MA 01505

THE BOARD OF SELECTMEN

INTEROFFICE MEMORANDUM

TO: ALL DEPARTMENTS, BOARDS, AND COMMISSIONS

FROM: THE BOARD OF SELECTMEN

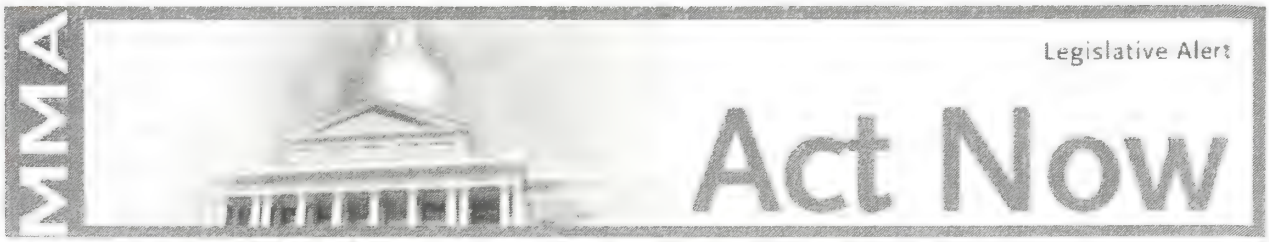
SUBJECT: FY2010 DISCRETIONARY SPENDING FREEZE

DATE: 10/8/2009

CC: DAN HAYNES, TOWN ACCOUNTANT

In response to the recent news regarding the State's lower than expected revenues and potential mid-year reductions to local aid (see attached article), we request that **all discretionary spending for items valued at over $750 be halted** unless approved in advance by the Town Administrator. Ordinary expenses, necessary for the normal operation of your respective entities, may continue to be incurred. We intend for this freeze to target items that are not required for the normal, everyday operation of the Town. Please consult with the Town Administrator if you have any further questions about this directive.

508/869-0143 • FAX: 508/869-6170



MMA Action Alert
10/5/09

Contact:
Tom Philbin
617-426-7272 ext. 121
Massachusetts Municipal Association

September State Tax Revenues Plummet Below Benchmark
Gov. Prepares Mid-Year Cuts, Says Local Aid "On the Table"
Revenues $243M Below Sept. Benchmark, Off $212M for Year
Call Your Legislators Today to Rally for Municipal Relief Items

As feared, September state tax revenues fell far below the monthly benchmark needed to keep the state budget in balance, throwing Massachusetts state government sharply into the red at the end of the first quarter of fiscal 2010 and setting the stage for mid-year budget cuts just a few months into the fiscal year.

Monthly tax collections for September were $243 million below the benchmark. Most of the loss was due to lower corporate and business tax collections ($144 million below the benchmark), sagging income tax revenue ($58 million below the benchmark), and lower than expected sales tax collections ($37 million below the benchmark). For fiscal 2010 so far, tax collections are falling $212 million short of the benchmark.

The House and Senate Ways and Means Committee Chairs have both publicly stated that the September revenue figures were worse than their worst-case scenario projections. Both said that the revenue shortfall is an alarming signal that the fiscal crisis has not ended.

Under state law, the Governor has until October 15 to revise the fiscal 2010 revenue projections and then develop a plan to close the shortfall, which looks to be at least $500 million or more, since the first quarter losses amount to $212 million.

The Governor announced that he would consult with economic advisors over the next two weeks to revise the fiscal 2010 tax forecast based on the revenue numbers through the end of September and the most recent economic data. He said he would announce his plan to close the budget shortfall shortly after the new forecast is adopted.

Once the revenue estimate is officially lowered, the Governor will be forced to use his so-called Section 9C budget-cutting authority to reduce executive branch agency spending, triggering more state layoffs and program reductions.

In response to questions from reporters, the governor said, "Local aid is on the table because it is unavoidable." The Governor cannot reduce the major general municipal aid account (the combined Lottery and Additional Assistance amount) and Chapter 70 education aid unless the Legislature grants him expanded 9C powers, as was done last year. However, the Administration has the ability to reduce many other local aid programs, including reimbursement accounts and grants. If the Governor renews his call for expanded 9C powers, the Legislature will likely once again provide him with that authority, as such a request has never been denied.

PLEASE CALL YOUR LEGISLATORS TODAY and ask them to protect municipal aid. Cities and towns have been severely harmed by the deep local aid cuts implemented since the beginning of the fiscal crisis. The fiscal 2010 state budget slashed total local aid by $700 million below the original fiscal 2009 budget, the largest local aid cut in history. Communities in every corner of Massachusetts have implemented layoffs, deep cuts in services, relied even more on property taxes and, now, are adopting local option tax increases. It is crucial for your legislators to know how any mid-year cuts would throw your budget out of balance and cause even more widespread disruption and pain.

PLEASE CALL THE GOVERNOR'S OFFICE (617-725-4000) to explain that another round of mid-year local aid cuts would force unacceptable pain onto cities and towns.

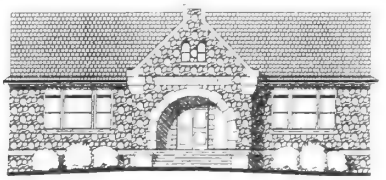
PUSH THE LEGISLATURE AND THE GOVERNOR TO PASS KEY MUNICIPAL REFORMS NOW. This is the time for state leaders to provide major municipal relief items. Ask your Representatives, Senators and the Governor to immediately support and pass the following priorities:

• **HEALTH INSURANCE PLAN DESIGN POWER**: Pass the MMA's plan to give cities and towns the power to update municipal health insurance plans outside of collective bargaining, which is what state government does, and would save tens of millions of dollars statewide;

• **CLOSE THE TELECOM EQUIPMENT LOOPHOLE**: End the telecom property tax loophole on equipment, which would generate $25 million locally (the state ended the loophole on poles and wires last summer);

• **STOP THE QUINN BILL UNFUNDED MANDATE**: Fix the Quinn Bill mess by passing legislation to clarify that cities and towns are NOT responsible for paying the state's share of the police career incentive program – police unions are in court trying to force cities and towns to make up the $48 million that the

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Agenda
for
Wednesday, September 9, 2009

Call to Order

Correspondence
- Memo on application of public records law and open meeting law to e-mail/voice mail records

Treasurer's report
- BOT records reconciled 8/18: 3 deposits not accounted for
- Invoice from W.B. Insurance for Treasurer's bond, $100 to pay
- $25.00 lost book check to deposit
- $50.00 lost book cash to deposit
- $10.00 lost juv bk cash to deposit

Budget Status
- Reconciliation with Town Accountant

Director's report
- ARIS report prepared, signed, sent to MBLC 8/28
- Building Program mtg with Sue and Dave 8/14
- Mtg with Banner Ed, Brad and Dave 8/18
- Bldg inspection with Brad, Sue, Jon and Jonathan 8/20
- Linear feet of existing collections measured

Old Business
- LPC meetings of 8/13, 8/19, 8/27, 9/3
- Brad's presentation to Foundation 8/20 yields $10K
- Counsel-approved contract sent to REDAP

New Business
- Motion to approve FY'10 BOT meeting dates

Adjournment

Attachments:
- Minutes of meeting of August 12
- Librarian's report for August
- Children's Room report
- "Architect Joins Project", Banner, August 27, 2009
- "...Cities can sustain libraries", Globe, August 24, 2009
- "$12 M library project coming to a vote", T&G, Sept 2, 2009
- Centrialities

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Wednesday, September 9, 2009

Attendees:
Brad Barker, Ken Linell, Letty Ridinger, Richard Reardon, Susan Therriault and Nick Langhart, director.

Call to Order:
Chair Brad Barker called the meeting to order at 7:02pm.

Approval of minutes:
The minutes of the Board meeting of August 12, 2009 were approved as presented.

Correspondence:
A legal memo from Kopelman and Paige, P.C., dated 11/27/01 was sent to all Town departments from the Town Administrator regarding the "Application of the Public Records Law and the Open Meeting Law to Electronic Mail and Voice Mail Communications".

Treasurer's report:
The balance in the Commerce Bank checking account as of 9/9/09 was $7,499.45.
A meeting was held August 18 to reconcile the treasurer records and three (3) checks appear not to have been deposited: $250.73 for the class-action law-suit for improper fax advertising against Metropolitan Antiques, $154.18 for reimbursement of library postage for the Foundation's annual appeal mailing, and $25.00 check for a lost book. Letty will look for these checks.
Ken was given five (5) items to deposit: a $25 check for a lost book, $50 cash for a lost book-on-tape, $10 cash for lost juvenile book, a $10.20 check for a lost book, and a $3.00 check for a late return fine. He was also given the $100 bill from the West Boylston Insurance Agency for his annual bonding fee to be paid from the Trustees account.
Going forward, copies of the monthly bank statements will be filed with the Trustees minutes.
It was moved, seconded and passed to accept the treasurer's report.

Budget status:
The Town Accountant sent the close-out records for FY2009 including the State Aid (library grant) account which Nick has reviewed but found some activity to be unclear. Brad will write to the Town for clarification.

Director's report:
The ARIS (Annual Report and Information Survey) was completed, signed and sent to the MBLC on August 28.
Sue, Dave and Nick reviewed the building program August 14 to revise the space needs for the current building renovation.
Dave organized a lunch meeting with Banner editor Mike Kane, Brad and Nick to discuss the renovation plans on August 18. The meeting resulted in a front-page article published on August 27.
With architects Jon French and Jonathan Richmond, Nick, Brad and Sue inspected the library building on August 20.
For the architects, Nick measured the linear feet of shelving occupied by the existing library materials, organized by collection.

Old Business:
Brad reported on the progress made at Library Planning Committee meetings of August 13, 19, 27 and September 3.

Designer Selection Procedures for State-Funded Housing Authorities

State-funded housing authorities are subject to detailed designer selection procedures developed by the state Department of Housing and Community Development (DHCD) under an exemption granted every two years by the state Designer Selection Board. The highlights of the DHCD procedures for awarding design contracts subject to M.G.L. c. 7 are summarized below.

Design fees for all DHCD-funded projects are set by DHCD prior to initiating the designer selection process. DHCD requires state-funded housing authorities to advertise design projects subject to the designer selection law in the *Dodge Reports* and newsletters or bulletins of relevant professional associations and the State Office of Minority and Women Business Assistance (SOMWBA), as well as the *Central Register* and a newspaper of general circulation, at least two weeks before the application deadline. Applicants must have their Master File Brochures on file at DHCD at the time that they submit an application for a specific design project. (The Master File Brochure contains a summary of the designer's qualifications and experience and must be updated yearly.) Applications are sent to the housing authority, which reviews each application for completeness before forwarding the applications and other procurement materials to DHCD.

DHCD's independent nine-member Designer Selection Committee (DSC) reviews the application packages and selects three to five finalists based on the required submissions, predefined criteria, and any information provided by the state-funded housing authority. Design contracts with estimated fees of more than $100,000 are subject to specific minority and women-owned business participation requirements established by DHCD. State-funded housing authorities have the option of setting up a local or regional screening committee to interview and rank the finalists selected by the DSC. Otherwise, the DSC ranks the finalists for the state-funded housing authority. The housing authority must interview the first-ranked finalist and provide a written explanation if the first-ranked finalist is not selected.

DHCD has established modified designer selection procedures for the following types of design contracts:

- design contracts for projects that receive funding from both state and federal sources,
- design contracts for building projects whose estimated construction cost is less than $100,000 or that entail design fees of less than $10,000, and
- emergency design contracts.

DHCD provides extensive training and technical assistance to state-funded housing authorities on contracting for design and construction services. DHCD also provides a standard design services contract that must be used for DHCD-funded projects. Appendix A includes information on how to contact DHCD.

© Office of the Inspector General, Commonwealth of Massachusetts. All rights reserved.

On August 20, Brad made a presentation at a special meeting of the Library Foundation Board on the renovation. The Board subsequently voted $10,000 toward the initial planning phase (September-December). Jean has written a request to the Foundation for the funds to be deposited into a special Town account to be established for Trustee-approved disbursements. Town Counsel has reviewed and approved the draft contract with the architectural firm Ralph E. Dinneen Architects & Planners which has been forwarded to them. The Trustees have been approved as the signatories by Counsel.
The library-user survey has been completed by only 29 respondents. Sue will prepare a bookmark to be copied and given out at the circulation desks over the next 2 weeks to encourage participation.

New Business:
A motion was moved, seconded and passed to approve the FY'10 Trustees meeting date schedule. Meetings will be at 7:00pm on the second Wednesday each month with joint meetings with the Foundation and Friends to be in August, November, February and May.
The Friends will be participating in the Fall Harvest Fair to be held on the Common on October 24, 11-2pm. Brad suggested conducting video interviews there. Rich will secure a tent, with the library providing tables and chairs. We will distribute balloons and cookies.

Adjournment:
There being no further business, the meeting was adjourned at 8:06pm.

Respectfully submitted,

Richard Reardon, Secretary

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Wednesday, October 14, 2009 12:42 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); 'Sue Therriault (E-mail)'

Subject: BPL: Minutes of Trustees meeting of September 9, 2009

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Wednesday, September 9, 2009

Attendees:
Brad Barker, Ken Linell, Letty Ridinger, Richard Reardon, Susan Therriault and Nick Langhart, director.

Call to Order:
Chair Brad Barker called the meeting to order at 7:02pm.

Approval of minutes:
The minutes of the Board meeting of August 12, 2009 were approved as presented.

Correspondence:
A legal memo from Kopelman and Paige, P.C., dated 11/27/01 was sent to all Town departments from the Town Administrator regarding the "Application of the Public Records Law and the Open Meeting Law to Electronic Mail and Voice Mail Communications".

Treasurer's report:
The balance in the Commerce Bank checking account as of 9/9/09 was $7,499.45.
A meeting was held August 18 to reconcile the treasurer records and three (3) checks appear not to have been deposited: $250.73 for the class-action law-suit for improper fax advertising against Metropolitan Antiques, $154.18 for reimbursement of library postage for the Foundation's annual appeal mailing, and $25.00 check for a lost book. Letty will look for these checks.
Ken was given five (5) items to deposit: a $25 check for a lost book, $50 cash for a lost book-on-tape, $10 cash for lost juvenile book, a $10.20 check for a lost book, and a $3.00 check for a late return fine. He was also given the $100 invoice from the West Boylston Insurance Agency for his annual bonding fee to be paid from the Trustees account.
Going forward, copies of the monthly bank statements will be filed with the Trustees minutes.
It was moved, seconded and passed to accept the treasurer's report.

Budget status:
The Town Accountant sent the close-out records for FY2009 including the State Aid (library grant) account which Nick has reviewed but found some activity to be unclear. Brad will write to the Town for clarification.

Director's report:
The ARIS (Annual Report and Information Survey) was completed, signed and sent to the MBLC on August 28.
Sue, Dave and Nick reviewed the building program August 14 to revise the space needs for the current building renovation.
Dave organized a lunch meeting with Banner editor Mike Kane, Brad and Nick to discuss the renovation plans on August 18. The meeting resulted in a front-page article published on August 27.
With architects Jon French and Jonathan Richmond, Nick, Brad and Sue inspected the library building on August 20. Observations have been written by Jon French, dated August 24.
For the architects, Nick measured the linear feet of shelving occupied by the existing library materials, organized by collection.

Old Business:

5. Click, **OK**

Active X Settings

Complete the following steps to ensure your Active X settings are correct:

1. In Internet Explorer, click **Tools**
2. Click **Internet Options**
3. Click the **Security** tab at the top of the window
4. Click on the Globe labeled **Internet**
5. Make sure the security level for this zone (Internet) is set to **Medium**
   Note: If no level is shown and you are unable to change this, click the **Default Level** button.
6. Click **Apply** and then **OK**.

Uninstall any Installed Security Software

Most security software (anti-virus, firewalls, etc.) will not function correctly with other security programs installed. Uni
all previous security software, including any existing McAfee programs, will prevent any conflicts from occurring during
installation.

1. From the Taskbar, click **Start**
2. Click **Settings** (Windows XP users, skip this step)
3. Click **Control Panel**
4. Double-click on **Add or Remove Programs**
5. Locate and click on security software currently installed on the computer.
   Note: Common security software to look for: Norton, Symantec, Panda, Zone Labs or Zone Alarm, and PC-cillir
   Note: If you encounter any issues while uninstalling software from companies other then McAfee, please conta
   software manufacturer for support.
6. Click **Remove**
7. Follow prompts to uninstall and reboot if necessary.
8. Upon reboot, check Add or Remove programs again to make sure there is no more security software.

Update your Microsoft Windows

Make sure your Windows operating system is up to date. Follow the basic instructions below to make sure you are up t

1. Open up your web browser and go to
2. Follow the instructions and make sure you have all critical updates and service packs installed

Windows 98/ME users must enable Activex control

Additional Information

- How to remove supported McAfee consumer products using the McAfee Consumer Products Removal tool (MCPI
- **Need more help?** For our complete list of Frequently Asked Questions (FAQs)
- How do I install or reinstall my McAfee product from Comcast?
- How many computers am I allowed to install the McAfee services through Comcast on?

Last Modified: 03/30/07
Modified by: jag-wcmou

About McAfee \ C \ Privacy Policy \

Brad reported on the progress made at Library Planning Committee meetings of August 13, 19, 27 and September 3.
On August 20, Brad made a presentation at a special meeting of the Library Foundation Board on the renovation. The Board subsequently voted $10,000 toward the initial planning phase (September-December). Jean has written a request to the Foundation for the funds to be deposited into a special Town account to be established for Trustee-approved disbursements.
Town Counsel has reviewed and approved the draft contract with the architectural firm Ralph E. Dinneen Architects & Planners which has been forwarded to them. The Trustees have been approved as the signatories by Counsel.
The library-user survey has been completed by only 29 respondents. Sue will prepare a bookmark to be copied and given out at the circulation desks over the next 2 weeks to encourage participation and paper copies are now available at the circulation desks as well.

New Business:
A motion was moved, seconded and passed to approve the FY'10 Trustees meeting date schedule. Meetings will be at 7:00pm on the second Wednesday each month with joint meetings with the Foundation and Friends to be in August, November, February and May.
The Friends will be participating in the Fall Harvest Fair to be held on the Common on October 24, 11-2pm. Brad suggested conducting video interviews there. Rich will secure a tent, with the library providing tables and chairs. We will distribute balloons and cookies.

Adjournment:
There being no further business, the meeting was adjourned at 8:06pm.

Respectfully submitted,

Richard Reardon, Secretary

chat id : 2763dfc9-088c-4c2e-a869-837a9c046290
Problem : Security/E-Mail Security/Other
Jeff > Thank you for contacting Comcast. My name is Jeff, how may I assist you today?
gail > I recently had my computer cleaned up of stuff - the repair person told me to install McAfee for future security
gail > Can you tell me how to do this? Or make recommendations?
Jeff > I can help you with our McAfee service
gail > Thanks - I'd appreciate that
Jeff > Please note: The McAfee Security Suite is not compliant with the 64-bit version of Windows Vista; however, it is
be coming soon
Jeff >
4. Temporarily disable any installed "download accelerator" programs
Jeff > 7. Click the "Register Now" button
* If you have already registered with your Comcast.net email you can click on the "Login now" link on the right hand side of
8. Fill out the registration form
9. After you have filled out the registration form, and reviewed the Usage agreement, click the "I agree" button to continue
13. After the process is complete you may be asked to restart your computer - please do so if prompted
gail > Thanks very much I'll take these steps
gail > Have a good day!!
Jeff > You too
Jeff > Thank you for using Comcast's Live Chat support. is there anything else I can assist you with today?
gail > no thank you
Jeff > Thank you very much for contacting Comcast electronic support.

appreciate your business!

Comcast offers its customers a variety of free benefits. These include McAfee Antivirus, Firewall and Privacy software as well
the Comcast tool bar that lets you take Comcast.net with you while you surf, and the Desktop Doctor to help you restore lost
settings. plus much more. please visit http://www.comcast.net/downloads/ to see all of the extras that we provide
Jeff > Analyst has closed chat and left the room

BOT MEETING NOTES 9/9/09

CTO: 7:02 Minutes MSP as presented.

Attendance
BB
KL
LR
RR
ST
NL

Dist of mtns on e-mail as applied to open mtg law + public records law. - from NCP.

Treas rpt: Ken: some cks fcnd, some may be outstdng.
Not Fcnd: $25.73 For exit
154.18 Fdn endowment for comm appeal.
25.00 lost bk LR will look for these.

Balance, 9/9 $7499.45: Given 5 cks + cash per agenda.
Bank stmts will be filed w minutes going forward
MSP to accept Treas rpt.

Budget Status
Annual stmts for FY 09 + 5 bld reviewed + some activity by next weekend.
BB will write Tom on fund status + balances

Dir rpt
OB
BB reviewed mtgs w/ chairs on bi-level designs. Appears consistent from TAHy,
Question of signatory will be BOT or as req'd by bldg. Tom here
written Fdn for a ck to put into a Tom Account via BOT.
Survey here had low response - 29 resps + none for 3 days.
→ to make "bookmark" for civic dist over next 2 weeks. ST
Disc of access to bldg - not in survey, but a priority basic to cover.

NB
MSP on accepting BOT mtg dates for FY 2010
Friends Oct 24 Fall Harvest Fair 11-2 want on Common. Should we be invited?
BB - a video station to intv Townspeople. RR to get Tent
LR to provide table + chairs. Balloons + cookies

Adjourn 8:06

HASSLE FREE FORM FOR BOOK AUDIO
DISCREPANCY RETURNS REPORT

BOYLSTON PUBLIC LIBRARY
BMARC/ADULT
695 MAIN ST
BOYLSTON, MA
01505-1308

All discrepancy returns MUST be accompanied by this form and MUST be returned within 30 days from date of this packing list. When you are reporting discrepancies rather than returning a product, i.e. . . shortage, discount errors, etc. ... send this form to Customer Service. Be sure the discrepancy return report listed on this form concerns the titles on previous page(s), since a copy of the appropriate packing list must accompany a Hassle Free return. If you are unable to send this packing slip or a copy, please contact Customer Service. RETURNS RECEIVED THAT DO NOT FOLLOW THE ABOVE INSTRUCTIONS WILL BE RETURNED TO YOU AT YOUR EXPENSE. Defective Book and Audio Products are an exception to above instructions. Returns for these products do not require a proof of purchase and are not restricted to a time limit.

INGRAM

1210 INGRAM DRIVE
CHAMBERSBURG, PA. 17202

20G2351

CUT ALONG LINES

BE SURE TO INCLUDE THE ABOVE RETURN LABEL ON YOUR CARTON

STOCK STATUS CODES

CANC - Canceled
FTR - Future Release-Waiting for On-Sale Date
NOP - Not Our Publication
NYR - Not Yet Received
N S - Not Stocked
OP - Out of Print
OSI - Out Indefinitely at Publisher
OS - Out of Stock at Publisher
O/S - Out of Stock at Ingram
PPD - Postponed
PTO - Print-To-Order, title shipping separately
REM - Remaining
SLSH - Slash
S/W - Secondary Warehouse
UNAV - Unavailable
1SRC - One Source

PROBLEM CODE

1 DAMAGED - (initially received in damaged condition)
2 TITLE CODE ERROR - (incorrect title ordered)
3. PULLING ERROR - (Please specify title received and title billed)
4 SHORTAGE - (Please indicate number of cartons received)
5 QUANTITY ERROR - (Please indicate number of cartons received)
6 CARTONS DAMAGED OR LOST IN TRANSIT - (Call Customer Service Immediately)
7. CARTONS RECEIVED THAT WERE NOT ORDERED - (Call Customer Service Immediately)
8 OTHER - (Please explain) _____
9 DEFECTIVE (Please describe) _____

OTHER ABBREVIATIONS

B (In BO Column) = Backorder
IPS = From Ingram Publisher Services

ACTION CODE

A. Title being returned
Please credit my account

B. Title being kept
Please credit/bill my account

C. Shortage
Please credit my account

D. Title not billed, no credit due

Please fill in appropriate boxes for proper credit. Please list the item(s) returned and use the appropriate problem code and action code, as stated above
You MUST list the TITLE CODE OR ISBN to receive proper credit.

DATE OF RETURN	YOUR CLAIM OR P.O. NUMBER	SHIP TO OR ACCOUNT NUMBER

QTY ORDERED	QTY RECEIVED	QTY SHORT	QTY RETURNED	TITLE	TITLE CODE OR ISBN	LIST PRICE	DISCOUNT	PROBLEM CODE	ACTION CODE

Include the form in your return carton. Return the carton to the warehouse on the label. Affix our return label (located at the top right hand corner on the same side of this packing list) to the carton containing this form and indicate the number of cartons being returned. Returns must be Prepaid.

BOYLSTON PUBLIC LIBRARY
Board of Trustees, BPL Foundation, Friends of the Library
Meeting Agenda
for
Wednesday, August 12, 2009

Call to Order

Correspondence

Treasurer's report
- Ken Linell's bonding application submitted
- Some treasurer records delivered

Report from the Foundation

Report from the Friends

Budget status
- FY'10 payroll and budget records set up

Director's report
- Interview given to Simmons student, Jessica Bacon on 8/22
- Door-traffic figures being counted
- ARIS due to MBLC August 28

Old Business
- Library-produced media policy
- LPC meetings of July 7 and 15.
  - Architect interviews on July 21, 22, 23
  - Meeting with Foundation August 3
  - Next steps: contract, survey, building program revision

New Business

Adjournment

Attachments:
- Minutes of Trustees meetings of July 8 and August 5
- Librarians report for July
- Children's room report
- Centralities

HASSLE FREE FORM FOR BOOK AUDIO
DISCREPANCY RETURNS/REPORT

BOYLSTON PUBLIC LIBRARY
NON-PROCESSED ACCOUNT
695 MAIN ST
BOYLSTON, MA
01505-1308

All discrepancy returns MUST be accompanied by this form and MUST be returned within 30 from date of this packing list. When you are reporting discrepancies rather than returning a ...uct, i.e. ... shortage, discount errors, etc. ... send this form to Customer Service. Be sure the discrepancy return/report listed on this form concerns the titles on previous page(s), since a copy of the appropriate packing list must accompany a Hassle Free return. If you are unable to send this packing slip or a copy, please contact Customer Service. RETURNS RECEIVED THAT DO NOT FOLLOW THE ABOVE INSTRUCTIONS WILL BE RETURNED TO YOU AT YOUR EXPENSE. Defective Book and Audio Products are an exception to above instructions. Returns for these products do not require a proof of purchase and are not restricted to a time limit

INGRAM

1210 INGRAM DRIVE
CHAMBERSBURG, PA. 17202

20G2769

CUT ALONG LINES

BE SURE TO INCLUDE THE ABOVE RETURN LABEL ON YOUR CARTON

STOCK STATUS CODES

CANC - Canceled
FTR - Future Release-Waiting for On-Sale Date
NOP - Not Our Publication
NYR - Not Yet Received
N/S - Not Stocked
OP - Out of Print
OSI - Out Indefinitely at Publisher
OS - Out of Stock at Publisher
O/S - Out of Stock at Ingram
PPD - Postponed
PTO - Print-To-Order, title shipping separately
REM - Remaining
SLSH - Slash
S/W - Secondary Warehouse
UNAV - Unavailable
1SRC - One Source

PROBLEM CODE

1. DAMAGED - (initially received in damaged condition)
2. TITLE CODE ERROR - (incorrect title ordered)
3. PULLING ERROR - (Please specify title received and title billed)
4. SHORTAGE - (Please indicate number of cartons received)
5. QUANTITY ERROR - (Please indicate number of cartons received)
6. CARTONS DAMAGED OR LOST IN TRANSIT - (Call Customer Service Immediately)
7. CARTONS RECEIVED THAT WERE NOT ORDERED - (Call Customer Service Immediately)
8. OTHER - (Please explain)_____
9. DEFECTIVE (Please describe)_____

OTHER ABBREVIATIONS

B (In BO Column) – Backorder
IPS = From Ingram Publisher Services

ACTION CODE

A. Title being returned
Please credit my account

B. Title being kept
Please credit/bill my account

C Shortage
Please credit my account

D. Title not billed, no credit due

...se fill in appropriate boxes for proper credit. Please list the item(s) returned and use the appropriate problem code and action code, as stated above
...MUST list the TITLE CODE OR ISBN to receive proper credit.

DATE OF RETURN	YOUR CLAIM OR P.O. NUMBER	SHIP TO OR ACCOUNT NUMBER

QTY ORDERED	QTY RECEIVED	QTY SHORT	QTY RETURNED	TITLE	TITLE CODE OR ISBN	LIST PRICE	DISCOUNT	PROBLEM CODE	ACTION CODE

Include the form in your return carton. Return the carton to the warehouse on the label. Affix our return label (located at the top right hand corner on the same side of this packing list) to the carton containing this form and indicate the number of cartons being returned. Returns must be Prepaid

BOYLSTON PUBLIC LIBRARY
Board of Trustees, Foundation Directors, Friends Officers
Joint Meeting Minutes
for
Wednesday, August 12, 2009

Attendees:
Brad Barker, David Bottom, Ken Linell, Richard Reardon, Susan Therriault and Nick Langhart, director

Call to Order:
Chair Brad Barker called the meeting to order at 7:00pm

Approval of minutes:
The minutes of the Board meetings of July 8 and August 5 were approved as presented.

Correspondence:
The bonding application for Ken Linell was approved by the West Boylston Insurance Agency.

Treasurer's report:
There was no treasurer's report. Past monthly statements have been received from Commerce Bank and Susan, Ken and Nick will meet August 18 to reconcile the account. It will be posted as an open meeting.

Foundation report:
No report.

Friends report:
No report.

Budget status:
Excell records have been set up for FY'10. The Town Accountant's close-out of FY'09 has been requested.
Brad noted that a Special Town Meeting has been called for October.

Director's report:
Nick was interviewed by a Simmons MLS student, Jessica Bacon, on August 22.
The ARIS report is due to the MBLC August 28.
The children's librarian, Judy, was featured in the August 6 Banner. The Summer Reading Finale program will be August 13.
Christine Stille's application to WBAC for a $700 grant for a new play kitchen set was granted; the set cost $660 and it has been delivered. The Board thanked her.

Old Business:
The Media Policy document prepared by Sue and Jean and presented at the last meeting was reviewed and approved unanimously. The original was signed by the five Trustees present.
Brad reported on the LPC meetings held on July 7 and 15 and on the special Board meeting of August 5 with the Foundation directors.
The Town does not have a standard contract form so Brad will modify the 2007 Hillside contract with J. Stewart Roberts Associates for LPC approval on August 13.
The renovation needs survey being prepared by Judy Pugh and Brad was discussed, it will be accessible through the web site for 4 weeks and at the library.

Adjournment:
There being no further business, the meeting was adjourned at 7:40 pm.

SKY & TELESCOPE

SkyandTelescope.com

Finding Your Way Among the Stars

Northern Hemisphere Version

Here's how to use our bimonthly star charts to identify your evening stars and constellations.

CAN YOU SPOT THE BIG DIPPER? Orion? The Pleiades? Your exploration of the universe begins with learning the stars in your evening sky. But different constellations are visible at different times of year and hours of the night, depending on your latitude and which way the night side of our planet is facing.

The accompanying charts will help you get oriented. They're designed for skywatchers in midnorthern latitudes such as the United States, southern Canada, and Europe. Each represents the entire sky at the dates and times printed on it. Find a chart appropriate for your date, and go out within an hour or so of the time listed.

How the Charts Work

The round edge of each chart represents your horizon, with compass directions labeled. Turn the map around so the edge marked with the direction you're facing (north, east, or whatever) is right-side up. The stars above this horizon on the map will now match the stars you're facing. Ignore the rest of the map for now.

The map's center is overhead (the zenith). So a star that's plotted halfway from the edge to the center can be found about halfway up the sky. That is, it will be halfway from horizontal to straight up.

Dot sizes indicate star brightnesses — the larger the dot, the brighter the star. Example: Let's try the July/August chart. Turn it so the horizon labeled "Facing West" is right-side up. About halfway from there to the center is the bright star Arcturus. Go outside around one of the dates and times listed, face west, and look halfway from horizontal to straight up. There's Arcturus!

To the right of Arcturus, in the northwest, is the Big Dipper. Turn the chart so the "Facing NW" horizon edge is right-side up. When you hold the chart correctly, the Dipper's handle stretches toward the upper left and its bowl is at lower right — just the way it looks in the northwestern sky. Nearly overhead, as you crane your neck up, is the bright star Vega. It's part of the little constellation Lyra.

You'll notice that east is left of north on our charts, not to the right as on maps of the Earth. This is because the charts are used while looking up, not down.

Tips for Success

Find a dark viewing site and bring a dim flashlight to read the map by. It's best to use red light, which helps preserve your night vision.

When you start out, look only for the brightest stars on the map, those depicted with the biggest dots. Mentally blank out the fainter ones if you are in a city or suburb (or in bright moonlight); they will be invisible or nearly so through the "light pollution." But wherever you are, remember that there is a much bigger difference between bright and faint stars in the sky than is suggested on the chart.

Remember that the chart is a very reduced representation of the real sky. To see how reduced, hold your hand at arm's length with your fingers fully spread as wide as you can. One of these "hand spans" from thumbtip to little fingertip is a little less than the length of the Big Dipper. Compare this with the size of the Dipper on the charts. You can work your way around by remembering this rule: One hand span in the sky is slightly less than an inch on the chart. Pretty tiny!

The maps are drawn for an observer at 40° north latitude (for example, Denver, New York, Madrid). If you're far south of there, stars in the southern part of the sky will appear higher than the map shows, and stars in the north will be lower. If you're far north of 40° latitude, the reverse will be true.

The Moon and planets are not plotted because they're always changing position. Find the line arcing across each chart labeled "ECLIPTIC." This is the line near which the Sun, Moon, and planets always travel. It's called the ecliptic because it's where eclipses can occur.

If you see a bright "star" near the ecliptic that's not on the map, you've located a planet. To figure out which one it is, consult the latest issue of *Sky & Telescope* or visit SkyandTelescope.com and use our Interactive Sky Chart.

Looking Deeper

Take the maps out often, and try to learn a new constellation each night. You are establishing the landmarks you'll need for finding your way when you start using binoculars or a telescope.

Once you know at least some constellations fairly well, you can start exploring the sky a lot more deeply with optical aid. For this you'll need larger star charts that show more close-up detail.

The maps here show stars as faint as magnitude 4.5. This is about as faint as you can see with the naked eye through suburban light pollution. Also plotted are some interesting objects for binoculars or small telescopes: star clusters, nebulae, and galaxies. When hunting for these faint sights you'll have an easier time if you use larger charts that show stars to at least as faint as magnitude 6. (Higher magnitude numbers mean fainter stars.)

People who get serious about using a telescope will want even more detailed sky charts — ones that show stars as faint as magnitude 8 or so. *Sky Atlas 2000.0* by Wil Tirion and Roger W. Sinnott is the set most widely used. The latest edition shows 81,000 stars to magnitude 8.5 and 2,700 galaxies, star clusters, and nebulae.

Clear skies!

Greek Letters on Star Maps

The brightest stars in each constellation are named with lowercase Greek letters. A constellation's most brilliant star is often called Alpha, the first letter in the Greek alphabet. The letters are used with the Latin genitive form of the constellation name, so the Alpha star of Centaurus is called "Alpha Centauri."

Here is the lowercase Greek alphabet as used by astronomers:

α Alpha	ι Iota	ρ Rho
β Beta	κ Kappa	σ Sigma
γ Gamma	λ Lambda	τ Tau
δ Delta	μ Mu	υ Upsilon
ε Epsilon	ν Nu	φ Phi
ζ Zeta	ξ Xi	χ Chi
η Eta	ο Omicron	ψ Psi
θ Theta	π Pi	ω Omega

© 2003 Sky Publishing Corp.

Respectfully submitted,
Richard Reardon, Secretary

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505
508-869-2371

SKY & TELESCOPE
SkyandTelescope.com

Finding Your Way Among the Stars

Northern Hemisphere Version

Here's how to use our bimonthly star charts to identify your evening stars and constellations.

CAN YOU SPOT THE BIG DIPPER? Orion? The Pleiades? Your exploration of the universe begins with learning the stars in your evening sky. But different constellations are visible at different times of year and hours of the night, depending on your latitude and which way the night side of our planet is facing.

The accompanying charts will help you get oriented. They're designed for skywatchers in midnorthern latitudes such as the United States, southern Canada, and Europe. Each represents the entire sky at the dates and times printed on it. Find a chart appropriate for your date, and go out within an hour or so of the time listed.

How the Charts Work

The round edge of each chart represents your horizon, with compass directions labeled. Turn the map around so the edge marked with the direction you're facing (north, east, or whatever) is right-side up. The stars above this horizon on the map will now match the stars you're facing. Ignore the rest of the map for now.

The map's center is overhead (the zenith). So a star that's plotted halfway from the edge to the center can be found about halfway up the sky. That is, it will be halfway from horizontal to straight up.

Dot sizes indicate star brightnesses — the larger the dot, the brighter the star. Example: Let's try the July/August chart. Turn it so the horizon labeled "Facing West" is right-side up. About halfway from there to the center is the bright star Arcturus. Go outside around one of the dates and times listed, face west, and look halfway from horizontal to straight up. There's Arcturus!

To the right of Arcturus, in the northwest, is the Big Dipper. Turn the chart so the "Facing NW" horizon edge is right-side up. When you hold the chart correctly, the Dipper's handle stretches toward the upper left and its bowl is at lower right — just the way it looks in the northwestern sky. Nearly overhead, as you crane your neck up, is the bright star Vega. It's part of the little constellation Lyra.

You'll notice that east is left of north on our charts, not to the right as on maps of the Earth. This is because the charts are used while looking up, not down.

Tips for Success

Find a dark viewing site and bring a dim flashlight to read the map by. It's best to use red light, which helps preserve your night vision.

When you start out, look only for the brightest stars on the map, those depicted with the biggest dots. Mentally blank out the fainter ones if you are in a city or suburb (or in bright moonlight); they will be invisible or nearly so through the "light pollution." But wherever you are, remember that there is a much bigger difference between bright and faint stars in the sky than is suggested on the chart.

Remember that the chart is a very reduced representation of the real sky. To see how reduced, hold your hand at arm's length with your fingers fully spread as wide as you can. One of these "hand spans" from thumbtip to little fingertip is a little less than the length of the Big Dipper. Compare this with the size of the Dipper on the charts. You can work your way around by remembering this rule: One hand span in the sky is slightly less than an inch on the chart. Pretty tiny!

The maps are drawn for an observer at 40° north latitude (for example, Denver, New York, Madrid). If you're far south of there, stars in the southern part of the sky will appear higher than the map shows, and stars in the north will be lower. If you're far north of 40° latitude, the reverse will be true.

The Moon and planets are not plotted because they're always changing position. Find the line arcing across each chart labeled "ECLIPTIC." This is the line near which the Sun, Moon, and planets always travel. It's called the ecliptic because it's where eclipses can occur.

If you see a bright "star" near the ecliptic that's not on the map, you've located a planet. To figure out which one it is, consult the latest issue of *Sky & Telescope* or visit SkyandTelescope.com and use our Interactive Sky Chart.

Looking Deeper

Take the maps out often, and try to learn a new constellation each night. You are establishing the landmarks you'll need for finding your way when you start using binoculars or a telescope.

Once you know at least some constellations fairly well, you can start exploring the sky a lot more deeply with optical aid. For this you'll need larger star charts that show more close-up detail.

The maps here show stars as faint as magnitude 4.5. This is about as faint as you can see with the naked eye through suburban light pollution. Also plotted are some interesting objects for binoculars or small telescopes: star clusters, nebulae, and galaxies. When hunting for these faint sights you'll have an easier time if you use larger charts that show stars to at least as faint as magnitude 6. (Higher magnitude numbers mean fainter stars.)

People who get serious about using a telescope will want even more detailed sky charts — ones that show stars as faint as magnitude 8 or so. *Sky Atlas 2000.0* by Wil Tirion and Roger W. Sinnott is the set most widely used. The latest edition shows 81,000 stars to magnitude 8.5 and 2,700 galaxies, star clusters, and nebulae.

Clear skies!

Greek Letters on Star Maps

The brightest stars in each constellation are named with lowercase Greek letters. A constellation's most brilliant star is often called Alpha, the first letter in the Greek alphabet. The letters are used with the Latin genitive form of the constellation name, so the Alpha star of Centaurus is called "Alpha Centauri."

Here is the lowercase Greek alphabet as used by astronomers:

α Alpha	ι Iota	ρ Rho
β Beta	κ Kappa	σ Sigma
γ Gamma	λ Lambda	τ Tau
δ Delta	μ Mu	υ Upsilon
ε Epsilon	ν Nu	φ Phi
ζ Zeta	ξ Xi	χ Chi
η Eta	ο Omicron	ψ Psi
θ Theta	π Pi	ω Omega

© 2003 Sky Publishing Corp.

BOYLSTON PUBLIC LIBRARY
Board of Trustees, Foundation Directors, Friends Officers
Joint Meeting Minutes
for
Wednesday, August 12, 2009

Attendees:
Brad Barker, David Bottom, Ken Linell, Richard Reardon, Susan Therriault and Nick Langhart, director

Call to Order:
Chair Brad Barker called the meeting to order at 7:00pm

Approval of minutes:
The minutes of the Board meetings of July 8 and August 5 were approved as presented.

Correspondence:
The bonding application for Ken Linell was approved by the West Boylston Insurance Agency.

Treasurer's report:
There was no treasurer's report. Past monthly statements have been received from Commerce Bank and Susan, Ken and Nick will meet August 18 to reconcile the account. It will be posted as an open meeting.

Foundation report:
No report.

Friends report:
No report.

Budget status:
Excell records have been set up for FY'10. The Town Accountant's close-out of FY'09 has been requested.
Brad noted that a Special Town Meeting has been called for October.

Director's report:
Nick was interviewed by a Simmons MLS student, Jessica Bacon, on August 22.
The ARIS report is due to the MBLC August 28.
The children's librarian, Judy, was featured in the August 6 Banner. The Summer Reading Finale program will be August 13.
Christine Stille's application to WBAC for a $700 grant for a new play kitchen set was granted; the set cost $660 and it has been delivered. The Board thanked her.

Old Business:
The Media Policy document prepared by Sue and Jean and presented at the last meeting was reviewed and approved unanimously. The original was signed by the five Trustees present.
Brad reported on the LPC meetings held on July 7 and 15 and on the special Board meeting of August 5 with the Foundation directors.
The Town does not have a standard contract form so Brad will modify the 2007 Hillside contract with J. Stewart Roberts Associates for LPC approval on August 13.
The renovation needs survey being prepared by Judy Pugh and Brad was discussed, it will be accessible through the web site for 4 weeks and at the library.

Adjournment:
There being no further business, the meeting was adjourned at 7:40 pm.

Respectfully submitted,
Richard Reardon, Secretary

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505
508-869-2371

BB
DB
KL
RR
ST
NC

BOT 8/12 Meeting Notes

Opened 7:02, Minutes MSP 2 sets, 7/8 & 8/5

Treas:
KL: Statements received from WB Commerce Bank branch. No Treas report. Setting meeting to review records, cc bk + statements. Thursday, 3rd 8/18. (1st Treas is also mtg w/DB+ Rose at OBP)

Post → open mtg? will post.

Budget status:
records, underway
BB - a ~~EST~~ M called for Oct *

Dir Rpt: Bacon, Jessica, interview
door figures
AR15 due 8/28 Read funds w/BIC, figures are not compatible via Med Richards
July Bacon article of 8/6/09
SRP finals 8/13
Kitchen pkg set via w/BIC, $700 fund, $660 cost
* BB - why Tech cost so low? C/a annual mtg pmt.

OB Video Policy MSP unanimously + original signed by those present

LPC mtgs 7/7, 7/15 + 8/5 SBOT Joint
→ Next mtg w/LPC 8/13 6:30, use JSR contract form (pull) No Team contract Template.
KL - about the survey? BB - info from community. ST supplants the bldg prog doc. May use "Survey Monkey" attached to web-site.

NB

Adj 7:40

ILL NUMBER	NAME	DATE	DATES (FILLE		UNF	RQ TYPE	NUMBER OF LIBRARIES TRIED	LIBRA	FILLING RQ	
			REC'D	DUE	RET'D	F	BOOK/PHOTO ETC		WACL CODE	NON WACL STATE ABBREV
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										

BOYLSTON PUBLIC LIBRARY

Minutes of Special Board of Trustees meeting with the Directors of the Foundation and Officers of the Friends

Wednesday, August 5, 2009

Attendees: Brad Barker, David Bottom, Ken Linell, Richard Reardon, Susan Therriault, trustees; Lynn Butler, Donna DiPilato, Persis Hamilton, Maureen Rafferty Linell, Jean Therriault, Foundation directors; Sarah Scheinfein, Friends and Nick Langhart, director.

Call to Order: The meeting was called to order by chair Brad Barker at 6:35 pm.

He distributed a handout, "Interior Renovation and Remodeling Initiative" dated 8/5/09 and discussed its contents. Page 6-7 outlines the 'Phase 0 Master Plan' running from now until December that will include contract negotiation with the selected architect (R.E. Dineen with Jonathan Richmond and Jon French), revision of the 2007 Library Program and the results of a survey of Trustees, Foundation and Friends members to be undertaken by Judy Pugh. The proposed funding formula is a) not to exceed $10,000 from the Foundation, b) a $5,000 grant application to the Fuller Foundation and, c) if necessary, supplemental funds from the Library Repairs (Article #33) account. Actual project construction, Phase 1, would begin in 2010 and require additional funding.

Discussion included the question of the expected life of the planned improvements, which would be from 10 to 15 years minimum. The approach to the Fuller Foundation would need to be undertaken soon as their next quarterly meeting will be in the 3rd week of August. It would be best to have a financial commitment from the Foundation before applying to Fuller, so Lynn agreed to call a director's meeting soon at which Brad will make a presentation.

At 7:25 the members of the Foundation and Friends were excused.

Brad proposed a motion, discussion followed, and it was revised as follows:

Whereas, the Boylston Public Board of Trustees has previously voted to improve the usefulness, efficiency and attractiveness of the Boylston Library, and,

Whereas, the Library Planning Committee has published an RFQ for the development of a master building plan, solicited responses from architectural firms, and interviewed candidates in accordance with published selection criteria and guidelines, and,

Whereas, the Library Planning Committee has voted to recommend the selection of Dineen Architects and Planners, Inc. as the selected architect and Adams & Smith as an alternative architectural firm,

Resolved, in regards to the development of a Boylston Library master building plan, the Boylston Library Board of Trustees:

1) *Approves the selection of Dineen Architects and Planners, Inc. as the architectural firm;*

HASSLE FREE FORM FOR BOOK AUDIO
DISCREPANCY RETURNS REPORT

BOYLSTON PUBLIC LIBRARY
NON-PROCESSED ACCOUNT
695 MAIN ST
BOYLSTON, MA
01505-1308

All discrepancy returns MUST be accompanied by this form and MUST be returned within 30 days from date of this packing list. When you are reporting discrepancies rather than returning a product, i.e. shortage, discount errors, etc. ... send this form to Customer Service. Be sure the discrepancy return report listed on this form concerns the titles on previous page(s), since a copy of the appropriate packing list must accompany a Hassle Free return. If you are unable to send this packing slip or a copy, please contact Customer Service. RETURNS RECEIVED THAT DO NOT FOLLOW THE ABOVE INSTRUCTIONS WILL BE RETURNED TO YOU AT YOUR EXPENSE. Defective Book and Audio Products are an exception to above instructions. Returns for these products do not require a proof of purchase and are not restricted to a time limit.

INGRAM

1210 INGRAM DRIVE
CHAMBERSBURG, PA. 17202

20G2769

CUT ALONG LINES

BE SURE TO INCLUDE THE ABOVE RETURN LABEL ON YOUR CARTON

STOCK STATUS CODES

CANC - Canceled
FTR - Future Release-Waiting for On-Sale Date
NOP - Not Our Publication
NYR - Not Yet Received
N/S - Not Stocked
OP - Out of Print
OSI - Out Indefinitely at Publisher
OS - Out of Stock at Publisher
O/S - Out of Stock at Ingram
PPD - Postponed
PTO - Print-To-Order, title shipping separately
REM - Remaining
SLSH - Slash
S/W - Secondary Warehouse
UNAV - Unavailable
1SRC - One Source

PROBLEM CODE

1 DAMAGED - (initially received in damaged condition)
2 TITLE CODE ERROR - (incorrect title ordered)
3 PULLING ERROR - (Please specify title received and title billed)
4 SHORTAGE - (Please indicate number of cartons received)
5 QUANTITY ERROR - (Please indicate number of cartons received)
6 CARTONS DAMAGED OR LOST IN TRANSIT - (Call Customer Service Immediately)
7 CARTONS RECEIVED THAT WERE NOT ORDERED - (Call Customer Service Immediately)
8 OTHER - (Please explain)_____
9 DEFECTIVE (Please describe)_____

OTHER ABBREVIATIONS

B (In BO Column) – Backorder
IPS – From Ingram Publisher Services

ACTION CODE

A. Title being returned
Please credit my account

B. Title being kept
Please credit/bill my account

C. Shortage
Please credit my account

D. Title not billed, no credit due

Please fill in appropriate boxes for proper credit. Please list the item(s) returned and use the appropriate problem code and action code, as stated above.
You MUST list the TITLE CODE OR ISBN to receive proper credit.

DATE OF RETURN	YOUR CLAIM OR P.O. NUMBER	SHIP TO OR ACCOUNT NUMBER

QTY	QTY	QTY SHORT	QTY RETURNED	TITLE	TITLE CODE OR ISBN	LIST PRICE	DISCOUNT	PROBLEM CODE	ACTION CODE

Include the form in your return carton. Return the carton to the warehouse on the label. Affix our return label (located at the top right hand corner on the same side of this packing list) to the carton containing this form and indicate the number of cartons being returned. Returns must be Prepaid.

2) *Authorizes the Library Planning Committee to enter into contract negotiations with said firm, reserving final approval of the contract by the Board of Trustees;*
3) *Approves the funding recommendation of the Library Planning Committee: a) to request from the Boylston Library Foundation an amount not to exceed $10,000, b) to request that the Boylston Library Foundation, in collaboration with the Boylston Library Board of Trustees, seek a grant from the Fuller Foundation for purposes of funding the master plan, and, c) that the Boylston Library Board of Trustees commit to $5,000 in additional finds*
4) *Approves the selection of Adams & Smith architectural firm as the alternative selection in the event that contract terms with Dineen cannot be achieved and to negotiate contracts with said firm as required, reserving final approval of the contract by the Board of Trustees.*

The motion was seconded and approved unanimously by the Board.

The Trustees checkbook, etc, has been delivered to the library by the former treasurer. We will need to acquire the past year's statements from Commerce Bank, perhaps available on line. The Ridingers have offered up to $200 for an audit and we will ask them to cover the cost of acquiring the past statements if necessary. Ken will need authorization to Commerce Bank; Brad will prepare a letter of introduction and Nick gave him a copy of the June Board of Trustees minutes showing his election as treasurer.

Adjournment: There being no further business, the meeting was adjourned at 7:50 pm.

Respectfully submitted,
Nick Langhart, director

BBC Audiobooks America
42 Whitecap Drive North Kingstown RI 02852-7445
Tel (800) 621-0182 Fax (877) 492-0873
PO Box 414190 Boston MA 02241-4190

Page	Customer ID	Invoice ID
1	4500	362196

PO #	Ref Date	Order Date
	6/15/2009	6/15/2009

PACKING SLIP

Sold To: Boylston Public Library
695 Main St
Boylston, MA 01505

Ship To: Boylston Public Library
695 Main St
Boylston, MA 01505

Customer PO #	Rep	Warehouse	Shipped Via	Terms	Ordered By
	2	BBC Audiobooks Americ	Best Method	Net 30 Days	

ProdCode	Title	List Price	Ordered	Shipped	Corrected Shipped
764939	Capture - ucd SLD1787	112.95	1	1	
763772	Finger Lickin' Fifteen - ucd SLD1746	74.95	1	1	

Freight:

By:

Total Units Ordered	Total Units Shipped This Warehouse
2	2

BET special meeting August 5, '09 w/ Fdn, Friends

CTO 6 35

BB – on handout – pl. "Convert... p2, P3 the phases

2010 Fdn Appeal, maybe Tom help for $. To finish "Master Plan" by December. Multiple phases may mean 20% cost increase, take longer w/ scheduling. Clients wear many hats & don't complete. Very realistic. Now, just long the plan.

P.4. hist of archt selection process

P.5 Duncan Architects selected 8/3, reasons for, criteria

p6 this phase - funding, archt negotiation, refine bldg program/SF survey

P 7. Funding: 10K from Fdn, 5K to tackle Fdn, additional funds from Article # 33.

Rebid project work will be phase 1, 2010, w/ new funding needed.

Disc LB - what's the end date - life of improvements - ? 10 - 15 yrs minimum

- Funding: anyone approach Fuller? (No) Say "match" w/ Fdn, might be total 20,k. Fuller wants brief, but 3rd wk of Aug is a very tight schedule. JT - need a Fdn contact first. LB w/ K call Fuller b/c for a BB presentation - what could guarantee & quorum.

$ Ecad for Chairs last yr.

→ Nick to shop for the '09 class, Flat seam hunter, 2d prizes, CR as usual (taken from the '09 Appeal letter.)

Check w/ Dan on the #33 acct

7 25 Adjourn - Fdn

Brad: to formally approve Duncan as archt w/ adjust Smith as alternate

Motion as written + revised - to consent. MSP unanimously

Treas Bks are here. Need bank statements - maybe online. Audit — funds up to $200 from LR. LR has not signed all at Commerce. Will ask LR to pay for statements from bank if they cost money. KL needs authorization - June minutes - Brad will accompany KL to 4:16. Bank

Adj 7 50

→ Mtg w/ Kent, DB, BB, Tuesday ?

- BB
- JT
- LB –
- JT –
- MRL –
- KL
- PH –
- RR
- SS –
- NL
- DB
- D.D.P –

ILL NUMBER	NAME	DATE	DATES (FILLED) REC'D	DUE	RET'D	UNF F	RQ TYPE BOOK/PHOTO ETC	NUMBER OF LIBRARIES TRIED	LIBRARY FILLING RQ WACL CODE	NON WACL STATE ABBREV
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										
B 98										

Boylston Public Library
695 Main St.
Boylston, MA

Board of Trustees Meeting
August 5, 2009

Whereas, the Boylston Public Library Board of Trustees has previously voted to improve the usefulness, efficiency and attractiveness of the Boylston Library, and,

Whereas, the Library Planning Committee has published an RFQ for the development of a master library building plan, solicited responses from architectural firms, and interviewed candidates in accordance with published selection criteria and guidelines, and,

Whereas, the Library Planning Committee has voted to recommend the selection of Dinneen Architects and Planners, Inc. as the selected architect and Adams and Smith as an alternate architectural firm,

Resolved, in regards to the development of a Boylston library master building plan, the Boylston Library Board of Trustees:

1) Approves the selection of Dinneen Architects and Planners, Inc. as the architectural firm;
2) Authorizes the Library Planning Committee to enter into contract negotiations with said firm, reserving final approval of the contract by the Board of Trustees;
3) Approves the funding recommendation of the Library Planning Committee:
   a) to request from the Boylston Library Foundation an amount not to exceed $10,000
   b) to request that the Boylston Library Foundation, in collaboration with the Boylston Library Board of Trustees, seek a grant from the Fuller Foundation for purposes of funding the master plan
   c) that the Boylston Library Board of Trustees commit to $5,000 in additional funds
4) Approves the selection of Adams and Smith architectural firm as the alternate selection in the event that contract terms with Dinneen cannot be achieved and to negotiate contracts with said firm as required, reserving final approval of the contract by the Board of Trustees.

Notice # 5
Patron Name SPENCER CHERYL
Title The cay.
Call # JF TAY
Barcode 37366000101735
Item Status CHECK SHELVES
Invoice # 0
Item i11213974
Patron p1840350

6
Notice # 6
Patron Name RABINOVITCH, MARINA
Title Rebecca and Ana / by Jacqueline Dembar Greene ; illustrations, Robert Hunt ; vignettes, Susan McAliley.
Call # JF Gre
Barcode 37366000308819
Item Status CHECK SHELVES
Invoice # 0
Item i21483374
Patron p1966961

7
Notice # 7
Patron Name AHLIN, ELIZABETH A
Title Swapping lives / Jane Green.
Call # F Green
Barcode 37366000260168
Item Status CHECK SHELVES
Invoice # 0
Item i20358530
Patron p2101600

8
Notice # 8
Patron Name ZHOU, ZHENG
Title Return to the clans / created by Erin Hunter ; written by Dan Jolley ; art by Don Hudson.
Call # JF Hun GN
Barcode 37366000168486
Item Status CHECK SHELVES
Invoice # 0
Item i21501940
Patron p2103090

9
Notice # 9
Patron Name DOSI, RICHA
Title Stink and the great Guinea Pig Express / Megan McDonald ; illustrated by Peter H.

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Agenda
For
Wednesday, July 8, 2009

Call to Order

Approval of minutes of June 11, 2009

Treasurer's report

Budget status
FY'09 close-out: from state aid, wages, $776; expenses, $1,781

Director's report
Recent reduction in Aid to Town & Cities: Boylston's cut is $171,542 (15.4%)

Old Business
Set of 12 RFQs being read by Jean & Sue, Brad & Judy, Rich, Nick
LPC will select firms to interview on 7/9

New Business
Consideration of draft video release forms
Motion to approve Treasurer's bonding fee

Adjournment

Attachments
Minutes of June 11 meeting
Librarian's report for June
Children's Room report
Centralities

Willowbank Hotel and Conference Facility
www.willowbank.bm

Willowbank
Bermuda

"That in a hurried and anxious world we would find rest, relaxation, and spiritual renewal"

800 - 752 - 8493 (USA)
800 - 463 - 8444 (Canada)
Bermuda: (441) 234 - 1616
Email: reservations@willowbank.bm

126 Somerset Road
Sandys MA 06
Bermud

February 17, 2009

Mrs. Gail Langhart
20 Newell Hill Road
Sterling, MA 01564
U.S.A.

Dear Mrs. Langhart:

Thank you for your reservation as follows:

Confirmation:	**#1951**
Room Type:	**WV (Water View)**
Arrive:	**April 2, 2009 (Thursday)**
Depart:	**April 5, 2009 (Sunday)**
Bedding:	**(1) King Bed, (1) Pull Out Couch**
Deposit Received:	**$ 866.00 (Feb. 19/09)**
Rate:	**$1,300 (Three-night Package)** **$433.33per night double occupancy (Party of 2)**

Please note a separate detailed information sheet. Should you have any questions do not hesitate to contact us. We look forward to having you with us.

Yours Sincerely,

Valeta K. Brown

Valeta Brown (Ms.)
Reservations / Front Desk

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
For
Wednesday, July 8, 2009

Attendees: Brad Barker, David Bottom, Ken Linell, Richard Reardon, Susan Therriault and Nick Langhart, director

Call to Order: Chair Brad Barker called the meeting to order at 7::03 pm.

Approval of Minutes: The minutes of the Board meeting of June 10 were approved as presented.

Treasurer's report: The treasurer had no report because he had no records. The requirements for the bank to recognize the new treasurer were discussed.

Budget status: Overages in FY'09 spending will be paid from the library's state aid account. They were $776.35 for wages and $2,222.79 for expenses.

Director's report: Nick distributed a tabulation of the FY2010 Local Aid Estimates from the state relating to Boylston showing recent state reductions. Specifically, the library can expect only $3,411 in state aid in this coming year.

Old Business: Members of the Library Planing Committee have read the 12 architect proposals submitted June 30 and scored them. David Bottom took another set to read. The next LPC meeting will be on Thursday, July 9 to identify the firms to be asked to interview July 21, 22, and 23.

New Business:

Seven short videos have been produced since February for the web site and for WBAC, the local acess cable channel and more are expected. Jean and Sue have drafted a media policy document for library-produced videos as well as an approval form. The web site 'flicks' link has been accessed 180 times since it was introduced about June 1st. The new policy was discussed and minor modifications suggested. A revised policy will be voted at the August meeting.

The Board's treasurer needs to be bonded; the annual cost has been $100. After discussion, it was decided to have Nick inquire of Ellen McKay, Town Treasurer, whether it was necessary for our treasurer to be individually bonded because s/he may be covered by Town insurance. It was moved and seconded that the Trustees' account cover the $100 bonding fee to the West Boylston Insurance Agency, and that Nick initiate the policy pending the advice of the Town Treasurer as to the need. Approved.

Brad Barker asked that a special meeting be called of the Board, the Directors of the Foundation and Officers of the Friends to discuss the current work of the Library Planning Committee, the proposed program of work and sources of funding specifically for the hiring of an architect this fall. It was decided to call this special meeting for

the scope of contemporary service needs for Boylston residents can be appropriately planned to fit within the limited space of the existing building.

7. Can you envision an implementation strategy that accomplishes quick wins to garner public interest?

Perhaps providing the elevator and stair as the first major tasks, so that library patrons would experience those improvements as soon as possible, and spread the work. An elevator would also enable access to the attic as swing space for some of the basement office and management functions, facilitating basement modifications for accessible bathrooms and new boiler.

8. What are the risks to our multi-phase, multi-year approach to the library program?

Cost escalation is the primary risk. A single bid package will most certainly cost less than multiple task packages spread over several years.

Coordination problems as contractors and subs for each package lack vision or concern for previous and future tasks.

9. What key design opportunities do you see in this renovation and restoration program?

Modifying the building for full accessibility with minimal changes in the historic appearance. Exterior will be easier than interior. Interior modifications will require careful study to design modifications to blend with the original character.

10. How do you see ADA implementations evolving here?

Access into the building exists, and can be upgraded or possibly replaced.

Location and design of accessible bathrooms will be relatively simple.

Greatest challenge will be vertical circulation:

Location and design of an elevator to serve four levels (basement, first, mezzanine, attic) limits the placement within the building.

Location and design of a stair to connect first floor and basement would need to follow location of the elevator, and decision as to which existing stairs can / should remain (mezzanine to first and to attic).

11. Do you envision exterior changes will be required to accommodate interior or infrastructure changes?

We would do all possible to avoid exterior changes to the building. It appears that an elevator can be located within the existing envelope; and we anticipate that a realistic library services program can be developed to work within the existing floor area.

12. What are the opportunities for Green implementation?

New high-efficiency boiler, very small area, propane fueled, with an exterior tank to free up space now occupied by a basement oil tank.

Possible alternative: ground water heat pump for both heating and AC.

Modifications to the existing exterior and interior skylights to keep the appearance and function but considerably improve the R-value. Insulating glass for each, with the space between sealed from the attic so as to provide a "dead air" buffer.

Lighting fixtures appropriate to the building period and character, but higher efficiency; rebate opportunities; LED lighting.

Wednesday, August 5 at 6:30 pm. The next regular meeting of the Trustees will be joint with the Directors of the Foundation and Officers of the Friends, on Wednesday, August 12, 2009 at 7:00 pm.

Adjournment: There being no further business, the meeting was adjourned at 8:34 pm.

Respectfully submitted,

Richard Reardon, Secretary

Town of Boylston

Encumbrance Request Form

Fiscal Year End 2009

To : Town Accountant **Department:**

Please encumber the following amounts as indicated:

Vendor	Date Ordered	Account Number	Explanation(Please Attach Related Documentation)	Amount

Authorized Signature

Date

BPL BOT Mtg Notes
July 8, 2009

EB
DR
[redacted]
KL
RR
ST
NL

C to 7 03 MSP minutes

Treas - no report, has no records. Discc of bank transfer requirements
Judy Pugh to look over assets when secured

Budget status
changes to State Aid

DR disc of bdt to Trust Cities, Boylston reductions. handout of reductions

OB 6 readers have handed in score sheets. DB took set to read
Next mtg thurs 7/9. to select films to be interviewed.
for website and cable channel

NB 6 or 7 videos have been produced up to now with more to come.
Leon + Sue drafted a library-produced media policy/ docmnt + approval
form. ST: "Flicks" accessed 180 times last 30 days (since "Flicks" is not live)
Discc: Some modifications were suggested. the policy will be
→ voted at the August meeting.

→ NL to ask Ellen, working Town Treas, about need for rep bonding insurance for BOT Treas.
none, $100 for $100 to WB Ins Co pending fin advice on need +
SP NL to initiate application + to pay bill.

→ August for joint mtg of Edw + Friends
BB suggests special mtg of Edw + Friends to request $ for audit svces for LPC planning
during first week of August (8/5 is a Wednesday) 6 30

→ post 8/5 mtg 8 30 Adj

Dress Code

Suggested attire at Willowbank (dinner only) is a jacket and tie for men on three nights of the week (Sunday, Monday and Wednesday). **Smart casual nights are Tuesday, Thursday, Friday and Saturday (please no blue jeans or t-shirts or sneakers at dinner). Bermuda shorts are acceptable.** For the period May 24 – October 23 all nights are smart casual.

It is customary in Bermuda that swimwear be covered in public areas, and we ask all guests to cooperate in covering swimwear when entering the Main complex including the Tea Room, Lounges or Front Desk areas. Please, no wet swim wear in the main building.

Check In & Check Out Times

Check in is at 2:00 PM, and check out is at 12:00 Noon. (Late stay room charge is $15.00).
Please confirm availability with the front desk in advance.

Please Note: There is no maid service on Sundays

Entertainment

Most weeks Willowbank schedules programs with outside musicians or speakers. Normally these programs are scheduled four nights per week. The other evenings are Free Nights where no formal events are planned, but guests often gather for conversation, either in the lounges or on our patio (in warmer months). **(We encourage guest participation for some of our evening programs, so guests are welcome to bring crafts and musical instruments.)**

Tax

There will be an additional 7.25% government hotel tax added to all room rates.
While tax is included in the special incentive packages, it will be charged on additional nights after the package has expired. Tax is also added to the children's per night rates.

Payment Methods

We accept Bank Draft, Certified Cheque, Travelers Cheque, Cash, Master Card or Visa.
(Reminder: Our rates are quoted in and Bermuda currency which is on par with the US Dollar.)

Cancellation Policy

Your deposit, less $10.00 for bank charges, will be refunded if cancellation is received 21 days prior to arrival date.
(Special consideration will be given to cancellations caused by medical difficulties when a doctor's certificate is provided to us.)

[redacted]: Our Area code is (441). **Our main contact number,** 441-234-1616, **should be given as a contact number during your visit to Willowbank.** Our 800 numbers are for reservations only **and are answered by automated answering machines during evenings and weekends.**

6/24/09

Massachusetts Department of Revenue
Division of Local Services
FY2010 Local Aid Estimates

BOYLSTON

	FY2009 Cherry Sheet Estimate	FY2010 Governor's Budget (House 1)	FY2010 House Final Budget Proposal	FY2010 Senate Final Budget Proposal	FY2010 Conference Committee
Education:					
Chapter 70	460,908	460,908	460,908	451,690	451,690
School Transportation	0	0	0	0	0
Retired Teachers' Pensions	0	0	0	0	0
Charter Tuition Reimbursement	65,024	18,716	22,336	22,336	22,336
Offset Receipts:					
School Lunch	2,021	2,223	2,223	2,223	2,223
School Choice Receiving Tuition	102,933	127,000	127,000	127,000	136,548
Sub-Total, All Education Items	**630,886**	**608,847**	**612,467**	**603,249**	**612,797**
General Government:					
Lottery Aid	369,704				
General Fund Subsidy to Lottery	56,605				
Additional Assistance	0				
Unrestricted General Government Aid	**426,309**	**304,603**	**353,042**	**280,696**	**301,792**
Revenues from Meals Tax Increase	0	40,569	0	0	0
Revenues from Rooms Tax Increase	0	7,870	0	0	0
Local Share of Racing Taxes	0	0	0	0	0
Regional Public Libraries	0	0	0	0	0
Police Career Incentive	34,470	26,124	15,405	6,162	6,162
Urban Renewal Projects	0	0	0	0	0
Veterans' Benefits	0	0	0	0	0
State Owned Land	0	0	0	0	0
Exemptions: Vets, Blind, Surviving Spouses & Elderly	13,906	14,916	14,916	14,916	14,916
Offset Receipts:					
Public Libraries	5,049	4,155	4,285	3,411	3,411
Sub-Total, All General Government	**479,734**	**398,237**	**387,648**	**305,185**	**326,281**
Total Estimated Receipts	**1,110,620**	**1,007,084**	**1,000,115**	**908,434**	**939,078**

Boylston Public Library

Library-produced Media Policy

The Board of Library Trustees and Library Staff recognize that video has become a mainstream and powerful means of conveying information. In an effort to avail itself of video programming in its many forms and formats, this policy addresses the selection, ownership and distribution of video media created for the Boylston Public Library.

Production of Video Programs:
Trustees, staff, patrons or others may produce video programs for the Boylston Library, either independently or by request of the Library Director.

Acceptance of Video Programs:
The Library Director has the sole authority to accept video programs for the Library. The Director is not obligated to accept any video program and may reject any video program at any time for any reason. The Director may seek the advice and counsel of trustees, staff, and others before rendering a decision.

Publication and/or Distribution of Video Programs:
The Library Director has the sole authority to distribute and remove video programs from various distribution channels including web sources like Youtube, the library's website, and cable television. He may direct volunteers to manage the technical aspects of controlling the publication and distribution.

Ownership of Video Programs:
The Boylston Public Library is the owner of any video program accepted by the Library Director. The original producer will cede all rights to the video program. Credits may be given but compensation will not be given. For the purposes of distribution, the Boylston Public Library is the producer of the program. Signature of the original producer on this policy certifies that the transfer of ownership and rights has taken place.

Policy Approved by Board of Library Trustees on _____

JULY • 2007

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Canada Day (Canada)	2	3	4 Independence Day (USA)	5	6	7
8	9	10	11	12	13	14
15	16	17 CHERYL S 569-2481	18	19	20	21
22	23	24	25	26 JANICE SKOU 967 3465	27	28
29	30	31		Last Quarter 7 New Moon 14 First Quarter 22 Full Moon 30		

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Boylston Public Library
Boylston, MA 01505

Library-Produced Video Application

Date:

Original Producer:

Name of Video:

Description of Video:

As original producer, I have read the Boylston Library's Library-Produced Video Policy and agree to its contents.

_____ _____

Name Date

_____ _____

Nicholas Langhart, Library Director Date

JUNE • 2007

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JULY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Full Moon 1 Last Quarter 8 New Moon 15 First Quarter 22 Full Moon 30			1	2
3	4	5	6	7	8	9
10	11	12	13	14 Flag Day (USA)	15	16
17 Father's Day	18	19	20	21 Summer Begins	22	23
24 St. John the Baptist Day (Que.)	25	26	27	28	29	30

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Agenda
For
Wednesday, June 10, 2009

Call to Order

Approval of minutes of May 13, 2009 meeting

Correspondence
- MBLC state aid regulation changes will take effect

Treasurer's report
- Final FY'09 state aid payment received: $622.38
- Motion to approve payment of bill, $65.55, to T&G for RFQ legal notice

Budget status
- Projecting end-of-year closing

Director's report
- Thanks to all the Beautification Day volunteers-and video flick on web
- Memorial Day Book Sale nets $2,650, remainders all gone
- A/C units installed May 28th
- Attendance counter test run
- Library will be closed on Saturday, July 4th

Old Business
- RFQ sent to 40 design firms
- Briefing and walk-through was June 2 with 12 firms
- Assessment of 695 site in 2009: $347,600 total
- Next steps: LPC meeting Wednesday, June 17

New Business
- Nomination and election of officers of the Board for FY'10

Adjournment

Attachments:
- Minutes of joint meeting of May 10, 2009
- Librarian's report for May
- Children's Room report
- Centralities

Boylston Public Library

DESIGNER'S WALK THROUGH AT LIBRARY

Tuesday, June 2, 2009

Name	Firm

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
for
Wednesday, June 10, 2009

Attendees:
Brad Barker, David Bottom, Ken Linell, Rich Reardon, Susan Therriault and Nick Langhart, director
Guest:
Jean Therriault

Call to Order:
Chair Susan Therriault called the meeting to order at 7:05pm.
Randy Wheeler was introduced and thanked for his work in videoing the library with Brad Barker and Rich Reardon, including work in Oakham and editing the results for WBAC, the local cable channel. He was given a certificate of appreciation and a gift certificate to the Other Place Pub.

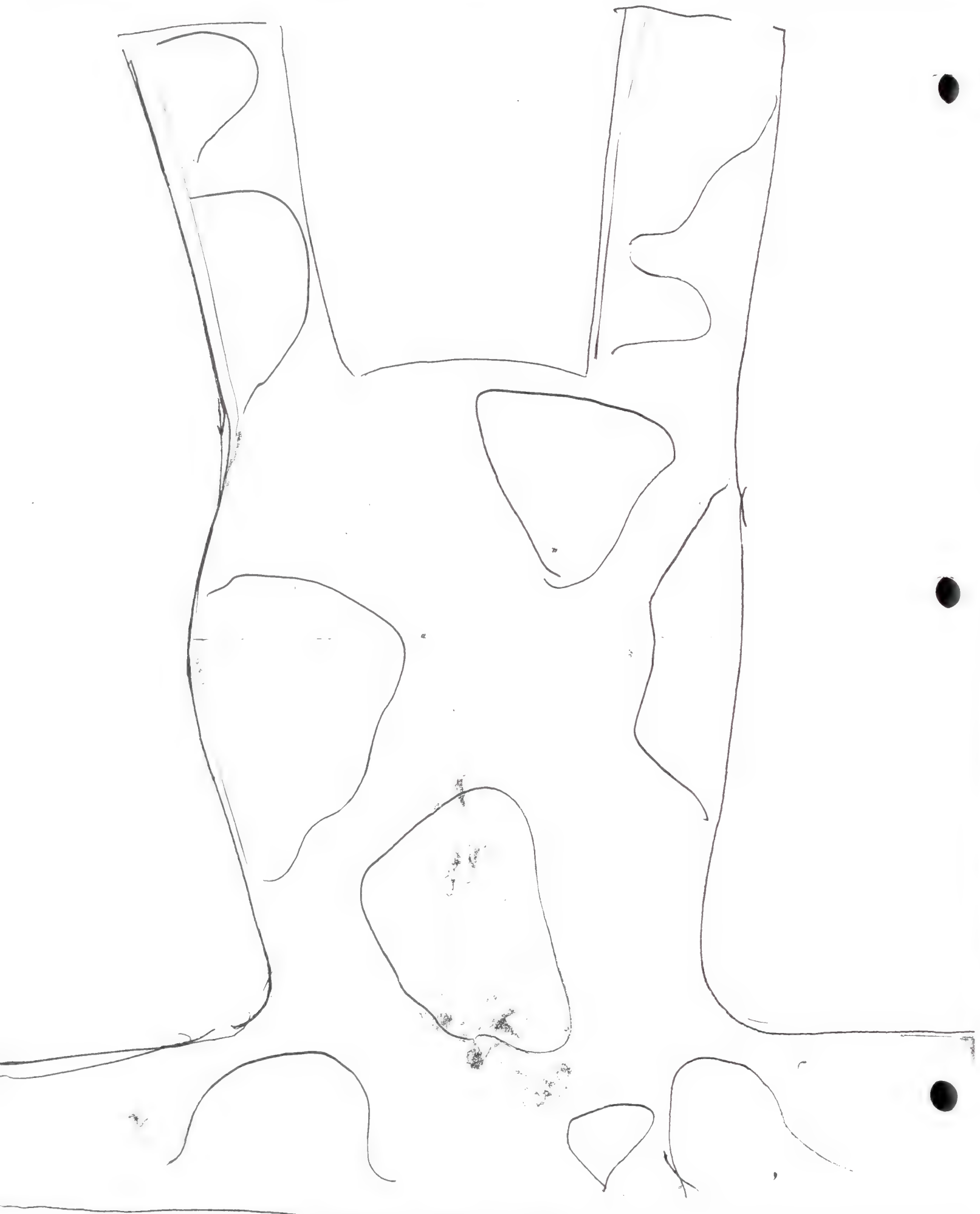
Approval of Minutes:
The minutes of the joint Board meeting of May 13th were approved as presented.

Correspondence:
The MBLC sent notice that the recently proposed state aid regulations changes will be in effect for the next filing of the state financial report.
Nick mentioned that the June 1 issue of Centralities included an article on four of Brad's videos appearing on YouTube. Jean suggested that we adopt a policy on and release documents for these videos since more are planned. Drafts will be discussed at July's meeting.

Treasurer's report:
In the absence of the treasurer, Nick gave the Trustee account balance as of May 8, 2009 as $6,876.35.
The final payment of Boylston's FY'09 state aid has been received, $622.38. This year's total is now $5,224.11. The account now stands at $28,258.52.
It was moved, seconded and passed that the treasurer write a check in the amount of $65.55 to the T&G for the cost of the legal notice that the architect RFQ was available, published on May 17.

Budget status:
Nick explained that, primarily due to the fuel oil cost overrun, FY'09 expenses would exceed the municipal allocation by about $900 and that the wages overrun would be about $425; these deficits will be charged to the state aid account. The library materials spending requirement of 19% of municipal allocation will be met.

Director's report:
Nick thanked all who participated in the May 23rd library clean-up day and on Brad's video of that event now on the web site.
The Friends report that the Memorial Day book sale netted $2,650.00 and Gotbooks from Burlington took all the remainders the following day.
With the help of Bill Manter & crew, the A/C units were installed May 28th.
We are borrowing a CMRLS attendance counter to develop an accurate annual attendance figure for the state ARIS report. Actual counting will begin in July.
The library will be closed on Saturday, July 4th in honor of the holiday.



Old Business:
Nick has sent the RFQ to 40 architects/architectural firms in response to email requests. The briefing and walk-through occurred on June 2nd with 12 firms attending. Among interested firm are Adams & Smith (interviewed for Hillside project, designed Leominster P.L.), J Stewart Roberts (designed Hillside project, built Boxborough), Phillip Warbasse of Chenot Associates (supervised the recent Oakham P.L. renovation), Drayton Fair of Lerner, Ladds+Bartels (interviewed for Hillside project, designed Bolton P.L.), and Jon French and Jonathan Richmond (designed Boylston's 2000 expansion project, built Carlisle P.L. and Winchester P.L.).
The 2009 assessment of the library property is $347,600; the annual spending limit for the current planning should be about one-third of this amount so as not to trigger full code compliance of new construction.
The funds for the architect were discussed, possibly including trust funds, a request to the Foundation and/or to the Fuller Foundation. The LPC will develop a funding recommendation for the Trustees to consider in July.
The LPC will next meet on June 17 to consider architect proposal selection criteria.

New Business:
The Board held elections for officers for the FY'10 year. They are: Chair, Brad Barker; Vice Chair, Susan Therriault; Secretary, Rich Reardon; Treasurer, Ken Linell.

Adjournment:
There being no further business, the meeting was adjourned at 8:26 pm.

Respectfully submitted,

Richard Reardon, Secretary

and Friends

Multicultural Theme

Outdoor Play

Resource Room

Rhyme, Songs and Fingerplays

Small Group Activities

Toddler Theme

Preschool Links

About Gayle

Site Map

Search the Preschool Rainbow

Click Here

and illus. by Ted Rand

Here Come the Babies
by Catherine and Laurence Anholt

I Dance In My Red Pajamas
by Edith Thacher Hurd
and illus. by Emily Arnold McCully

***I Don't Want To Be Me**
by Patricia Davis and illus. by Jocelyn Mack

Me Too!
By Mercer Mayer

Mama, Do You Love Me?
By Barbara M. Joose and illustrated by Barbara Lavallee

She Come Bringing Me That Little Baby Girl
by Eloise Greenfield and illustrated by John Steptoe

Stevie
by John Steptoe

The Patchwork Quilt
by Valerie Flourney and illustrated by Jerry Pinkey

Titch
by Pat Hutchins

What Mary Jo Shared
by Janice May Udry and illustrated by Eleanor Mill

When I Go Visiting
by Anne and Harlow Rockwell

When You Were A Baby
by Ann Jonas

Whose Baby?
By Masayuki Yabuuchi

Whose Mouse Are You?
By Robert Kraus and illustrated by Jose Aruego

Preschool Book Themes

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
for
Wednesday, June 10, 2009

Attendees:
Brad Barker, David Bottom, Ken Linell, Rich Reardon, Susan Therriault and Nick Langhart, director
Guest:
Jean Therriault

Call to Order:
Chair Susan Therriault called the meeting to order at 7:05pm.
Randy Wheeler was introduced and thanked for his work in videoing the library with Brad Barker and Rich Reardon, including work in Oakham and editing the results for WBAC, the local cable channel. He was given a certificate of appreciation and a gift certificate to the Other Place Pub.

Approval of Minutes:
The minutes of the joint Board meeting of May 13th were approved as presented.

Correspondence:
The MBLC sent notice that the recently proposed state aid regulations changes will be in effect for the next filing of the state financial report.
Nick mentioned that the June 1 issue of Centralities included an article on four of Brad's videos appearing on YouTube. Jean suggested that we adopt a policy on and release documents for these videos since more are planned. Drafts will be discussed at July's meeting.

Treasurer's report:
In the absence of the treasurer, Nick gave the Trustee account balance as of May 8, 2009 as $6,876.35.
The final payment of Boylston's FY'09 state aid has been received, $622.38. This year's total is now $5,224.11. The account now stands at $28,258.52.
It was moved, seconded and passed that the treasurer write a check in the amount of $65.55 to the T&G for the cost of the legal notice that the architect RFQ was available, published on May 17.

Budget status:
Nick explained that, primarily due to the fuel oil cost overrun, FY'09 expenses would exceed the municipal allocation by about $900 and that the wages overrun would be about $425; these deficits will be charged to the state aid account. The library materials spending requirement of 19% of municipal allocation will be met.

Director's report:
Nick thanked all who participated in the May 23rd library clean-up day and on Brad's video of that event now on the web site.
The Friends report that the Memorial Day book sale netted $2,650.00 and Gotbooks from Burlington took all the remainders the following day.
With the help of Bill Manter & crew, the A/C units were installed May 28th.
We are borrowing a CMRLS attendance counter to develop an accurate annual attendance figure for the state ARIS report. Actual counting will begin in July.
The library will be closed on Saturday, July 4th in honor of the holiday.

Old Business:

Nick has sent the RFQ to 40 architects/architectural firms in response to email requests. The briefing and walk-through occurred on June 2nd with 12 firms attending. Among interested firm are Adams & Smith (interviewed for Hillside project, designed Leominster P.L.), J Stewart Roberts (designed Hillside project, built Boxborough), Phillip Warbasse of Chenot Associates (supervised the recent Oakham P.L. renovation), Drayton Fair of Lerner, Ladds+Bartels (interviewed for Hillside project, designed Bolton P.L.), and Jon French and Jonathan Richmond (designed Boylston's 2000 expansion project, built Carlisle P.L. and Winchester P.L.).
The 2009 assessment of the library property is $347,600; the annual spending limit for the current planning should be about one-third of this amount so as not to trigger full code compliance of new construction.
The funds for the architect were discussed, possibly including trust funds, a request to the Foundation and/or to the Fuller Foundation. The LPC will develop a funding recommendation for the Trustees to consider in July.
The LPC will next meet on June 17 to consider architect proposal selection criteria.

New Business:
The Board held elections for officers for the FY'10 year. They are: Chair, Brad Barker; Vice Chair, Susan Therriault; Secretary, Rich Reardon; Treasurer, Ken Linell.

Adjournment:
There being no further business, the meeting was adjourned at 8:26 pm.

Respectfully submitted,

Richard Reardon, Secretary

BOT mtg Notes June 10, '09

CtO 7:05: Intro of Randy Wheeler to thank for video, cert given & appreciation w/ other Illec gift cert.

RR
KL
ST
DB
BB

Minutes: MSP as distributed

Motion - MSP to have Kathy do 7:30 ck $65.55

7:32 BUDGET
→ policy + release doc for BPL videos. JT/ST will draft Agenda: July

JT
NL

DR pt sign up monitors efforts + mine sheet
OB list

Disc of $ for archt: Fdn Fuller, mark + Joyce Tamil funds

→ at LPC, talk $ (Brad) & proposal for July BOT (No Fdn mtg till Sept)
Someone to talk w/ JB - ST

Jen Mc Guthrie resume - Bremer article

→ get Funds docs / by laws by Friday for JT

B/C additions. moved. Sec. Passed.

Chair: BB
V. Chair: ST
Sec: RR
Treas: KL

8:20 Adj.

→ pc consistent Trustee's cking acct budget 10-09

Internal fertilization takes place, and a short time later the female lays her eggs and begins the cycle of life all over again.

Some newts do not follow the traditional pattern of transitions from egg to adult. On some parts of Cape Cod whole populations of newts grow to adulthood without going through the eft stage, and these keep the external gills of the larval form even after they become sexually mature. This phenomenon, where an adult form retains characteristics of its larval form, is common in many amphibians and is known as neotony. Besides exhibiting neotony in some areas of their range, some populations of newts never seem to leave the eft stage. This apparently occurs where bodies of water are apt to dry up during the course of the summer , and therefore become uninhabitable for normal adult newts, but are quite adequate for breeding purposes.

Newts can stand a great range of temperatures. Adults can often be seen swimming merrily around beneath the ice all winter long, and efts, which have a thick, rubbery skin, can live in fairly dry environments that would kill ordinary salamanders. Besides protection from dessication, newts have also evolved a very effective predator deterrent. They have skin glands which produce a substance that is extremely distasteful, if not downright poisonous. There are records of small animals dying after eating a newt, and even that swimming stomach, the largemouth bass, leaves newts off its menu. The brilliant coloration of the red eft, and also its habit of boldly lifting its tail over its back when disturbed, may be a warning to potential predators that it is poisonous.

Because of their remarkable adaptations and behavior, newts have become one of the most common and successful amphibians in the bay state. The changeable newt has passed the tests of survival, and remains one of the more interesting creatures with which we share the environment. So next

Firms for review 6/10/09

- Adams + Smith – Mtr for Hillside, did Leominster
- Stephen Hale – late applicant for Hillside
- J Stuart Roberts – Designed Hillside project, did Barre Borough
- Phillip Warbasse – Supervised Oakham ~~work~~ renovation
  Chenot Assoc
  – Partnered for Hillside, did Bolton
- Drayton Faris
  Lerner, Ladds + Bartels
- Jon Franch, Jonathan Richmond – did Boylston 2000-05 plan

time you are out in the woods or along any unpolluted body of fresh water, keep your eye out for a brilliant red denizen of the woodland or a gracefully undulating green swimmer. Both of them are newts.

The End

Dear Editor:

I am happy to inform you that "Wildlife Portraits", which has been in circulation for nearly a year now, is going to be continued indefinitely. We have recieved a great deal of mail indicating that the series is a real hit with the public. In the near future new writers will be taking over the series, and I hope you will extend to them the same excellent cooperation you have given me.

Some papers have not been giving the Division proper credit for this series, and if you are one of these, please remedy the situation, or the Director will be forced to drop you from the mailing list. We don't feel a credit line is too much to ask for a free service. For the majority of you who have given us excellent credit: my apologies for having to mention this.

If you are no longer in need of the series, please let us know, as the photos are quite costly. If you have any comments, criticism, or would like to see a specific animal featured, don't hesitate to get in touch. I have enjoyed doing the series immensly, and I would like to thank you for all the help and support you have given me in the past year. More than 40 papers now use the series across the state, with little or no circulation overlap. Once again, thank-you. It has been a fine year.

Sincerely,

Ken,
I have the latest bank statement for the BOT account, it arrived today.
We need to set a schedule for Tuesday morning payroll signings, it comes up every other Tuesday, starting the 23rd. (this can be done after-the-fact, too.)

Here is my reconstructed accounting of the Trustees checkbook activity since March 12, 2008:

Date	Balance	Deposit	Withdrawal
3/12/08	$6,509.49		
4/9/08	Letty app't'd Treasurer	20.00 fine pmt	
5/14/08	no report		
6/11/08	no report	325.86 CD suit payout	2,500 adv to painters
7/16/08	4,031.12	2,500.00 reimbursed from Article 33	
8/13/08	no report		
8/19/08		30.00 lost bk 66.33 CMRLS: net lender pmt 99.00 lost bk-on-CD	
9/10/08	4,031.76(8/8/08)		59.00 to Paula, POC gift
10/8/08	7,074.00(9/12/08)		85.00 Girl Scout gifts 70.00 performer travel
11/12/08	6,924.97		
12/10/08	6,926.97		67.00 to Paula, KL gift
01/14/09	6,927.49	100.00 Draper donation	
02/11/09	no report		
03/11/09	6,874.77	250.73 Fax suit payout 154.18 Fdn reimb: postage	
04/08/09	no report	25.00 lost bk	
05/13/09	no report	470.00 Fdn: Intel grant	
06/11/09	6,876.35(5/18/09)		65.55 T&G legal ad (not yet paid)

Because of running interest payments, I have not attempted any reconciliation; this is only a record of board activity.

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505

M.G.L. c.7, §§38A½-O PUBLIC BUILDING PROJECTS DESIGN SERVICES

Cities, Towns, Regional School Districts, and Horace Mann Charter Schools[1][2][3]

Estimated Construction Cost / Design Fee*	$100,000 or less	Over $100,000
Procurement Procedure	No. Recommend soliciting qualifications and prices from at least three designers.	Qualifications-based selection process. Jurisdiction must either set the design fee **or** set a not-to-exceed fee limit & negotiate the fee with the top-ranked designer within the fee limit.
Advertising Required	No.	Advertise once in the *Central Register* **and** your local newspaper at least two weeks before the deadline for filing applications.
Designer Selection Board	No.	Application.
Designer Evaluation (Submit to DCAM and Designer Selection Board)	No.	Yes.
Registration	No.	Yes, by Board of Registration in the appropriate discipline.
Insurance	No.	10% of the total cost of the project or $1 million, whichever is less.
Prevailing Wage	No.	No.

*** Design Fee: The Designer Selection Board recommends that when there is no estimated cost of construction, the designer selection procedures should be followed if the design fee is $10,000 or more. For practical purposes, the design fee should not exceed 10% of the estimated cost of construction.**

*Design Fee: The DSB recommends that when there is no estimated cost of construction, the designer selection procedures should be followed if the design fee is $10,000 or more. For practical purposes, the design fee should not exceed 10% of the estimated cost of construction.

[1] Cities, Towns, School Districts, and Horace Mann Charter Schools are required to adopt their own procedures for selecting designers for building projects. These procedures must conform to the purposes and intent of the designer selection process as outlined in M.G.L. c.7, §§38A½-O and noted herein. See the *Model Designer Selection Procedures for Municipalities and Other Local Public Agencies* developed by this office at http://www.mass.gov/ig/publications.htm

[2] Housing Authorities must follow the procedures established by the Department of Housing and Community Development for design of state-funded housing.

BOYLSTON PUBLIC LIBRARY
Board of Trustees, BPL Foundation Board, Friends of the Library
Meeting Agenda
for
Wednesday, May 13, 2009

Call to Order

Approval of minutes of April 8, 2009

Correspondence
MBLC: Trustee Information Form needs email addresses

Treasurer's report
Received from Foundation: Check, $470, from Intel Grant Program

Report from Foundation

Report from Friends

Budget status:
FY'10 Town budget passed at Town Meeting; $150,090 for library
Paula & Judy on track for library materials spending

Director's report:
Report on MBLC/Gates Foundation Connectivity Conference
MBLC's Rosemary Watros visited library on April 15
Will begin library attendance-counting for FY'11 ARIS report
Gift of two new chairs from Walter and Barb Karpowski acknowledged

Old Business
Report of Library Planning Committee:
Architect RFQ completed, motion for Trustee approval
Motion to request $200 for Telegram legal notice for RFQ
Visit of Building Inspector to library was April 23rd
Video, Boylston Library's Potential showing on WBAC

New Business
Need volunteers for:
Library Beautification Day, Saturday, May 23:
Leaf-raking, lime the lawn, touch-up paint, gardening,
ramp work, ramp handrails, re-set 5 parking bumpers
Annual Memorial Day Book Sale:
Take book boxes from attic Saturday, May 23, 2:00 p.m.
Take book boxes to lawn Monday, May 25, 7:00 a.m.
Book sale clean-up, Monday, May 25, 2:00p.m.

Adjournment

Attachments:
Minutes of April 8, 2009
Librarian's report for April
Children's Room report
Centralities

Me and Family Book Theme

Navigation

Alphabet Theme

Animal Activities

Back to School Theme

Black History Theme

Brain Growth

Counting and Number Theme

Dinosaur Theme

Easter Theme

Fall Theme

Spring Theme

Summer Theme

Winter Theme

The Five Senses

Holiday Craft Activities

Home Activities

Large Group and Circle Activities

Me, My Family

A Baby Sister For Frances
by Russell Hoban & Illustrated by Lillian Hoban

Abby
by Jeannette Caines and illustrated by Steven Kellogg

Abuela
by Arthur Dorros and illustrated by Elisa Kleven

Are You My Mother?
By P. D. Eastman

Aunt Flossie's Hats
by James Ransome

Baby Says
by John Steptoe

Babies
by Rachel Isadora

Baby's Catalogue
by Janet & Allan Ahlberg

Big Boy, Little Boy
by Betty Jo Stanovich
and illustrated by Virginia Wright-Frierson

Come To The Meadow
by Anna Grossnickle Hines

Do Like Kyla
by Angela Johnson and illustrated by James E. Ransome

Five Minutes Peace
by Jill Murphy

Happy Birthday, Sam
by Pat Hutchins

Here Are My Hands
by Bill Martin, Jr., and John Archambault

for design of state-funded housing

BOYLSTON PUBLIC LIBRARY
Joint Meeting Minutes
of
Board of Trustees, BPL Foundation Board, Friends of the Library
for
Wednesday, May 13, 2009

Attendees: Brad Barker, Lyn Butler (Foundation), Ken Linell, Wendy Lonstein, (Friends), Rich Reardon, Letty Ridinger, Sarah Scheinfein (Foundation/Friends), Jean Therriault (Foundation), Susan Therriault and Nick Langhart, director.

Call to Order: Chair Susan Therriault called the meeting to order at 7:03 p.m. She congratulated David Bottom and Letty Ridinger on their re-election as Trustees.

Approval of Minutes: The minutes of the Board meeting of April 8 were approved as presented.

Correspondence: On their annual request for Trustee names and addresses, the MBLC is now asking for e-mail addresses as well. These were submitted.

Treasurer's report: There was no treasurer's report this month. The Foundation was thanked for signing over the Intel Involved Matching Grant check of $470 to the Trustees account.

Foundation report: Lynn Butler: In response to the Foundation's Annual Appeal, several gifts have been received, including the PAC computer from the Trahans and two new office chairs from Walter and Barb Karpowski. Lynn Deagan gave a gift certificate to the Boylston Deli for the benefit of the staff. The Foundation is pleased that the Great Courses DVD collection has been well received.

Friends report: Wendy Lonstein: The Friends have $4,100 in their account before the Annual Booksale, a good start. 97 children came to the Easter Egg Hunt on April 10th. A larger space is needed and a way to prevent so much on-street parking at this event. For Memorial Day, the Banner has run the announcement of the activities and sign-up sheets are available for volunteers needed for preparation and clean-up. A program of summer activities for kids at the library has been prepared and a flyer will be distributed through the schools. The Booksale will include an early-viewing option this year: for $20, dealers and others may pre-select items before 9:00am and pay for selections at the opening. Postcards about the sale and early-selection option were mailed to all who had paid for items at last year's sale by check. There will be no 'fill-a-bag-for-a-buck' option near closing this year. The Friends wish to purchase a book-price scanner such as the dealers use.

Budget status: Nick noted that the Annual Town Meeting passed the Finance Committee's recommended town budget for FY'10 that includes $150,090 for the library.

INGRAM

MAY 17, 2009

BOYLSTON PUBLIC LIBRAR
695 MAIN ST
BOYLSTON MA 015051308

Dear Sir or Madame:

PAST DUE NOTIFICATION

ACCOUNT # 20G2351

Our records indicate that the following invoices are past due, 31 to 45 days beyond terms:

INVOICE #	P.O. #	TRAN DATE	DUE DATE	ORIGINAL AMOUNT	BALANCE OWED
66040513	01232010	02-10-09	03-30-09	17.84	17.84
				TOTAL:	17.84

This letter is being sent to keep you apprised of unpaid past due invoices. Please contact us as soon as possible to discuss this further or to advise if you feel you have received this letter in error.

We appreciate your prompt attention and cooperation.

Sincerely,

BETTE BRYANT
Credit Representative
(800) 937-8100, Extension 37174

If it is not reduced during the year, we will not need to seek a waiver to avoid decertification this year. We are on track to spend the required 19% on library materials as this year closes out on June 30.

Director's report: Nick reported on the Gates Foundation sponsored broadband connectivity conference held in Newton April 30-May 1. The state-wide standard being advocated is 1.5 megabits; we are at one-third of that now.
MBLC's small library building consultant, Rosemary Watros, visited the library April 15 and Nick and Rich discussed the Library Planning Committee's plans with her.
With a door-mounted people-counter borrowed from CMRLS, we are now counting attendance that will be submitted as part of the ARIS report for FY'11. We have been estimating attendance for the last several years.

Old Business: Brad updated the Board on the work of the Library Planning Committee: the Request For Qualifications document has been completed, edited and submitted for Town Counsel review. It was **moved, seconded and passed** that the Trustees accept the RFQ, subject to Town Council modifications, and that a legal notice concerning the availability of the RFQ appear in the Sunday, May 17, Worcester Telegram & Gazette and in the state's Central Register on Wednesday, May 20, 2009. It was also **moved, seconded and passed** to approve a sum not to exceed $200, to be taken from the Trustees account, to pay the cost of the legal notice in the Telegram & Gazette.
This is the third week that the video, Potential of the Boylston Public Library has been running on WBAC, the local cable channel. Jean's short marketing piece has also been placed on the website.
The recommendations of the building inspector based on his visit to the library on April 23 were reviewed. The responsibility of the town for code compliance and ADA accessibility was discussed.

New Business: Brad reminded the Board of the scheduled clean-up day for the library grounds on Saturday, May 23, just prior to the Memorial Day activities, and urged participation.
It was noted that next month's agenda will include the election of Board officers for the coming year.

Adjournment: There being no further business, the meeting was adjourned at 8:49 p.m.

Respectfully submitted,

Rich Reardon, Secretary

TRANSMISSION VERIFICATION REPORT

TIME : 05/13/2009 13:02

DATE,TIME	
FAX NO. /NAME	
DURATION	
PAGES	
RESULT	
MODE	

NO. : FROM LAS VEGAS TIL

BOYLSTON PUBLIC LIBRARY
Joint Meeting Minutes
of
Board of Trustees, BPL Foundation Board, Friends of the Library
for
Wednesday, May 13, 2009

Attendees: Brad Barker, Lyn Butler (Foundation), Ken Linell, Wendy Lonstein, (Friends), Rich Reardon, Letty Ridinger, Sarah Scheinfein (Foundation/Friends), Jean Therriault (Foundation), Susan Therriault and Nick Langhart, director.

Call to Order: Chair Susan Therriault called the meeting to order at 7:03 p.m. She congratulated David Bottom and Letty Ridinger on their re-election as Trustees.

Approval of Minutes: The minutes of the Board meeting of April 8 were approved as presented.

Correspondence: On their annual request for Trustee names and addresses, the MBLC is now asking for e-mail addresses as well. These were submitted.

Treasurer's report: There was no treasurer's report this month. The Foundation was thanked for signing over the Intel Involved Matching Grant check of $470 to the Trustees account.

Foundation report: Lynn Butler: In response to the Foundation's Annual Appeal, several gifts have been received, including the PAC computer from the Trahans and two new office chairs from Walter and Barb Karpowski. Lynn Deagan gave a gift certificate to the Boylston Deli for the benefit of the staff. The Foundation is pleased that the Great Courses DVD collection has been well received.

Friends report: Wendy Lonstein: The Friends have $4,100 in their account before the Annual Booksale, a good start. 97 children came to the Easter Egg Hunt on April 10th. A larger space is needed and a way to prevent so much on-street parking at this event. For Memorial Day, the Banner has run the announcement of the activities and sign-up sheets are available for volunteers needed for preparation and clean-up. A program of summer activities for kids at the library has been prepared and a flyer will be distributed through the schools. The Booksale will include an early-viewing option this year: for $20, dealers and others may pre-select items before 9:00am and pay for selections at the opening. Postcards about the sale and early-selection option were mailed to all who had paid for items at last year's sale by check. There will be no 'fill-a-bag-for-a-buck' option near closing this year. The Friends wish to purchase a book-price scanner such as the dealers use.

Budget status: Nick noted that the Annual Town Meeting passed the Finance Committee's recommended town budget for FY'10 that includes $150,090 for the library.

If it is not reduced during the year, we will not need to seek a waiver to avoid decertification this year. We are on track to spend the required 19% on library materials as this year closes out on June 30.

Director's report: Nick reported on the Gates Foundation sponsored broadband connectivity conference held in Newton April 30-May 1. The state-wide standard being advocated is 1.5 megabits; we are at one-third of that now.
MBLC's small library building consultant, Rosemary Watros, visited the library April 15 and Nick and Rich discussed the Library Planning Committee's plans with her.
With a door-mounted people-counter borrowed from CMRLS, we are now counting attendance that will be submitted as part of the ARIS report for FY'11. We have been estimating attendance for the last several years.

Old Business: Brad updated the Board on the work of the Library Planning Committee: the Request For Qualifications document has been completed, edited and submitted for Town Counsel review. It was **moved, seconded and passed** that the Trustees accept the RFQ, subject to Town Council modifications, and that a legal notice concerning the availability of the RFQ appear in the Sunday, May 17, Worcester Telegram & Gazette and in the state's Central Register on Wednesday, May 20, 2009. It was also **moved, seconded and passed** to approve a sum not to exceed $200, to be taken from the Trustees account, to pay the cost of the legal notice in the Telegram & Gazette.
This is the third week that the video, Potential of the Boylston Public Library has been running on WBAC, the local cable channel. Jean's short marketing piece has also been placed on the website.
The recommendations of the building inspector based on his visit to the library on April 23 were reviewed. The responsibility of the town for code compliance and ADA accessibility was discussed.

New Business: Brad reminded the Board of the scheduled clean-up day for the library grounds on Saturday, May 23, just prior to the Memorial Day activities, and urged participation.
It was noted that next month's agenda will include the election of Board officers for the coming year.

Adjournment: There being no further business, the meeting was adjourned at 8:49 p.m.

Respectfully submitted,

Rich Reardon, Secretary

Joint BET mtg notes 5/13/09

ST
KL
RR
LTC
TJ03

C to: 703

Comm spec -- addl of BOT, MBC

No Trees Rpt data from LR -

Pull all trees to letter w/ FDN

KL
JT
LB
WL
SS

Lynn B FDN

Annual Appeals go/fs

The Karpowski Classics

Lynn Deagan (Deli) a gift cert to Shafts

no homeday participation, nothing special

Great comments well received

Wendy L FRIENDS

$4100 in fees after ISK sale

47 at Foster egg-unit - need bigger space + way to prevent on-stand pkg

Mem Day: Banner once. Sign-up sheets for vols. Program of Summer Activities will be dist to schools (attached). Early viewing at ISK sale for $20 No book bag - tote-bag options were sold out to adults & last yr.

-> Friends want a book-scanner Ask Regional

SI bid req clarification on materials spending limits

DPR

Report on Gather Connectivity (conf 4/30 - 5/1 (1.5 mega bits) is minimum goal at Fdn

by list - to BD

BD

C&S

LPC update: RFQ from TH, not ready for today yet. Motion for BET to accept RFQ as written pending Town Council chgs. Motion for T+G adl. 10,000 Send KL a copy of final RFQ + David Ellis to review/approve changes.)

-> Motion to accept RFQ written pending TC chgs + NL to review comments T+G + C&S

Motion to approve Jean disc funds not to exceed $200 from BET Trees for T+G legal notice. Both MSP unanimous votes (5)

3rd wk of video on Cable, Editorial by BPL + WL vacs. in marketing press release.

If it is not reduced during the year, we will not need to seek a waiver to avoid decertification this year. We are on track to spend the required 19% on library materials as this year closes out on June 30.

Director's report: Nick reported on the Gates Foundation sponsored broadband connectivity conference held in Newton April 30-May 1. The state-wide standard being advocated is 1.5 megabits; we are at one-third of that now.
MBLC's small library building consultant, Rosemary Watros, visited the library April 15 and Nick and Rich discussed the Library Planning Committee's plans with her.
With a door-mounted people-counter borrowed from CMRLS, we are now counting attendance that will be submitted as part of the ARIS report for FY'11. We have been estimating attendance for the last several years.

Old Business: Brad updated the Board on the work of the Library Planning Committee: the Request For Qualifications document has been completed, edited and submitted for Town Counsel review. It was **moved, seconded and passed** that the Trustees accept the RFQ, subject to Town Council modifications, and that a legal notice concerning the availability of the RFQ appear in the Sunday, May 17, Worcester Telegram & Gazette and in the state's Central Register on Wednesday, May 20, 2009. It was also **moved, seconded and passed** to approve a sum not to exceed $200, to be taken from the Trustees account, to pay the cost of the legal notice in the Telegram & Gazette.
This is the third week that the video, Potential of the Boylston Public Library has been running on WBAC, the local cable channel. Jean's short marketing piece has also been placed on the website.
The recommendations of the building inspector based on his visit to the library on April 23 were reviewed. The responsibility of the town for code compliance and ADA accessibility was discussed.

New Business: Brad reminded the Board of the scheduled clean-up day for the library grounds on Saturday, May 23, just prior to the Memorial Day activities, and urged participation.
It was noted that next month's agenda will include the election of Board officers for the coming year.

Adjournment: There being no further business, the meeting was adjourned at 8:49 p.m.

Respectfully submitted,

Rich Reardon, Secretary

Joint BCT mtg notes 5/13/09

C to: 703

ST
KL
RR
LTR
BG

Correspo – addn of BCT recipients

No Treas report data from LR –

Jul 9 El 4170 to lobby via FDN

LL
JT
LB
WL
CS

Lynn B FDN

Annual Appeals go/fs

The Karpinski Classics

Lynn Deegan (Deli) a gift cert to Staff-

no Thursday partic, nothing special

Great comments well received

Wendy L FRIENDS

$4100 in acct after BK Sale

Q7 at Exton eqpmnt – need bigger space + way to promote on-Stand pkg

Mem Day: Banner ornce. Sign-up Sheets for Vols. Program of Silver Activities will be dist to schools (all school). Early viewing at BK Sale for $20. No book bag – fill-a-bag options re same and to check if last yr.

→ Friends want a book-scanner Ask Regional

SI Add reg clarification on materials spending limits

DR

Report on Jaltex Connectivity (Conf 4/30-5/1 (1.5 mega bits) is maximum speed on Fdn

by list – to BC

CES

LPC update: RFQ thru TH, not back from atty yet. Motion for BCT to accept RFQ as written pending Town Council okays. Motion for T+G ad. 10,000 Send KL a copy of final RFQ + David Bolton, paper copy also.)

Motion to accept RFQ as written pending TC okays + NL to publish ad in T+G + CDR

Motion to approve from disc funds not to exceed $200 from BCT Treas for T+G legal notice. Both MSP unanimous votes (5)

3rd wk of video on cable; Potential of BPL + NL videos. JT marketing piece on Web.

Retirement Income Planner

The primary objective of Retirement Income Planner (the "Tool") is to use information you enter and historical market data to provide a rough assessment of the potential likelihood of success of a hypothetical retirement plan, as shown on the Summary Page. It can also aid in exploring strategies for saving and investing that may help you to pursue your retirement goals. It also allows you to explore possible changes in strategy and to see how those changes could potentially affect a retirement plan. For more information, review our Methodology.

Fidelity periodically updates the Tool, so the results generated during a retirement planning session may change as Fidelity updates or modifies it. Since the results it generates may change, you should periodically return to the Tool for updated results. Certain information that you choose to input and save into this planning tool, whether by you or by a Fidelity representative, will automatically update that same information in Fidelity's Portfolio Review and Retirement Quick Check tools, and changes to that information may result in changes to the tool's analysis. Each time you use it, you should revalidate each of your inputs and assumptions, rerun an analysis of your situation using the updated Tool, and save a new Plan of Record. Be sure to review your updated results in place of any previously generated results.

The Tool is provided for educational purposes only. You should not rely on the information in the Tool as the primary basis for your investment decisions. Fidelity has a level of diversity

Report on BI visit. Discuss role of Jan in Code/NDA compliance

NB
LPC's "Beautification Day" set prior to Mem Day. Extra clean-up?

Speeder bump 5/23
→ Lift of paving

Next ~~mo~~ month is BET election

Adj @ 9

A MAN'S WORTH

Scripture: Luke 12:13-21, 1 Peter 1:18-19, 3:9-13

Introduction: There is an old saying that a man is worth more than a thousand cities. But we live in a world where a man's worth might not be as much as BMW. How much do you think you are worth?
What sort of impressions you think you leave on others?
What is your most valuable possession?

Read Luke 12:13-21

1. **What is the thinking of this man in Jesus' parable?**

   _____

   _____

2. **What does Jesus says that it is wrong with this type of thinking? Why?**

   _____

   _____

3. **Where are you lying up treasures?**

   _____

   _____

4. **What do you want to have at the end of your life?**

   _____

   _____

5. **Rephrase verse 21 in your own words? Read Matthew 6:19.**

   _____

   _____

6. Read 1 Peter 1:18-19. What is your worth?

   _____

   _____

Life Applications:

1. List some ways that you can begin to be rich towards God and make a plan to do it this week?

2. This week read and meditate on Mat 6:19-21 & 1 Peter 1:18-19. Let God speak to you about how your self-worth and how you can be rich towards God.

Pray for each other

From: Nick Langhart [mailto:nlanghart@boylston-ma.gov]
Sent: Friday, April 03, 2009 5:11 PM
To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); 'Sue Therriault (E-mail)'
Subject: BPL Board of Trustees agenda for April 8, 2009 meeting

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Agenda
For
Wednesday, April 6, 2009

Call to Order

Approval of minutes of March 11, 2009

Correspondence
MBLC: Changes planned for certification compliance regs
Treasurer's report
No report (Treasurer away)
Holding a $25.00 lost book check from Robichaud + $12.00 A/V late fee from Kapteyn

Budget Status
FY'09 expenses reconciled with Town
Request for $278.00 from Town for FY'10 op budget to avoid the need for a MAR waiver is granted
Request for 2 capital expense items for FY'10 is denied

Director's report
Trahan's gift computer installed in Reading Room
Thanks to Dave Bottom for setting up Banner interview
Intel grant that supports Susan Nordgren, volunteer
Ken & Nick registered for Gates Broadband conference, 4/30-5/1/09
Thanks to Wagners for new flag

Old Business
Report of Library Planning Committee – revision of RFQ
Second vote on by-law provision re: five consecutive terms

New Business

Adjournment

Attachments:
Minutes of March 11, 2009
Librarian's report for March, 2009
Children's Room report
Banner: "Heading Toward the Future", 3/19/09
Centralities

Date & Time received _____
Town Clerk's Office

TOWN OF BOYLSTON

MEETING NOTICE

The Boylston Public Library "New" Planning Committee
Board or Committee

Will be holding a meeting on the

26th (Thursday) of March, 2009
date month year

at 6:30 p.m.
o'clock

at the Library, 695 Main Street, Boylston
building location / street address

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Friday, May 08, 2009 5:22 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); 'Sue Therriault (E-mail)'

Cc: 'lbutler869@aol.com'; 'Jean Therriault'; 'Wendy Lonstein'; 'Sarah &Peter Scheinfein'

Subject: BPL Board of Trustees April 8th meeting minutes

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
For
Wednesday, April 8, 2009

Attendees: Brad Barker, David Bottom, Ken Linell, Rich Reardon, Susan Therriault and Nick Langhart, director
Guest: Jean Therriault

Call to Order: Chair Susan Therriault called the meeting to order at 7:08 p.m.

Approval of Minutes: The minutes of the Board meeting of March 11 were approved as presented.

Correspondence:
The MBLC has proposed 3 changes in the regulations governing state aid that will be the subject of a public hearing in Springfield on May 7. 1) to create a new population group under 'open hours' for cities over 50,000; 2) to create a new population group under 'materials expenditure requirements' for towns of between 2,000-4,999 (our new requirement will be 19.5% rather than 20% at present); 3) require that the amount spent on library materials be calculated on the Municipal Appropriation Requirement rather than on income from all sources, as at present (e.g. I think we could not supplement our library materials expense from trust funds restricted to the purchase of books (& etc.) as a way of meeting the 19.5% requirement.)

Treasurer's report:
In the absence of the treasurer, there was no report. We are holding a $25 check for deposit, a lost book fine.

Budget status:
Nick received the Town Accountant's full expense ledger from July 1, '08 to March 31, '09 and reconciled it with his accounts. Wages agree, expense were $.02 off.
The proposed FY'10 budget has been increased by $278, the amount needed to avoid a request for a waiver of MAR deficiency and possible de-certification next year. The FY'10 budget is now $150,090.
We had requested 2 capital expenditure articles in the warrant for the May 5 Annual Town Meeting. The $10,000 request for new carpeting was cut by Selectmen/FinComm and the $6,000 for rear driveway repaving was made too late for inclusion.

Director's report:
The gift of a used computer from David & Cathy Trahan has been received, programmed and set up in the Reading Room. A thank-you note was sent.
Nick thanked Trustee David Bottom for arraigning the Banner interview with Mike Kane; the article appeared March 19 [attached].
We are to receive a $400 check from the Intel Corp in support of Paula's volunteer Susan Nordgren calculated as $10/hour for her services.
Trustee Ken Linell and Nick are registered for the 4/30-5/1 Gates-supported broadband Internet connectivity conference in Newton.
Nick expressed thanks to Ron & Marsha Wagner for the donation of a replacement flag, now flying. A thank-you note was sent.

Old Business:
Brad reported that the RFQ for architectural services was in preparation by Jean Therriault and Nick and will be

JOHNSON ROBERTS ASSOCIATES INC. ARCHITECTS

Nick Langhart
Boylston Public Library
695 Main Street
Boylston, MA 01505

May 4, 2009

Dear Nick,

I am writing to let you that we have a new name. J. Stewart Roberts Associates is now **Johnson Roberts Associates, Inc**. The firm remains the same, however this new name reflects the ownership of our firm.

We look forward to continuing to provide exceptional architectural designs and services for our clients. Our staff, our portfolio, our expertise, our location, telephone/fax numbers, and federal tax identification number all remain the same.

Please visit our new website at www. johnson-roberts.com. Our previous web address still works and will direct you to the new address automatically.

As always, please feel free to contact me if you have any questions.

Sincerely,

J. Stewart Roberts, AIA, Principal

reviewed by the LPC before submission to Town Council. We are hoping for Trustee approval at the May 13th meeting. The selection schedule runs from May 17 to July 30, 2009. Brad will make an appointment with Town Administrator Nancy Colbert Puff to discuss the RFQ with her and to pass it on to Town Council and the Selectmen for review.

The motion first presented in March to modify the by-laws was re-presented by Ken Linell. He moved to change Article III, Section 2, as follows: "[trustees shall] serve no more than four consecutive terms" to "shall serve no more than five consecutive terms". The motion was seconded by David Bottom and passed by four votes and one abstention. The change is effective immediately.

New Business:
Brad raised the possibility of Trustee involvement in grounds and street clean-up efforts after the harsh winter. The Friends on-gong contract with the Mass Dept of Highways for annual street litter pick-up along Rt. 70 was discussed. The DPW has scheduled curb-side pick-up of storm debris on Scar Hill Road for the weeks of April 20 and May 4 and perhaps we could be ready for that. The ramp needs the handrails replaced; Bill Manter should be contacted to see if he'd do the work. The deck could be waterproofed again. It was decided to schedule a Saturday outdoors work-day prior to Memorial Day and invite the Foundation and the Friends to join us.

Adjournment:
There being no further business, the meeting was adjourned at 8:03 p.m.

Respectfully submitted,

Richard Reardon, Secretary

INGRAM

MAY 03, 2009

BOYLSTON PUBLIC LIBRAR
695 MAIN ST
BOYLSTON MA 015051308

Dear Sir or Madame:

ACCOUNT # 20G2351

Our records indicate that we have not received payment for the following invoices which are now over 31 days past due:

INVOICE #	P.O. #	TRAN DATE	DUE DATE	ORIGINAL AMOUNT	BALANCE OWED
66040513	01232010	02-10-09	03-30-09	17.84	17.84
				TOTAL:	17.84

We greatly appreciate your business, and ask that you check your records to confirm the invoices listed above have been processed for payment. If your payment has already been sent, please disregard this notice.

Thank you for your cooperation and assistance with resolving this situation.

Sincerely,

BETTE BRYANT
Credit Representative
(800) 937-8100, Extension 37174

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]
Sent: Tuesday, March 24, 2009 3:49 PM
To: 'Susan Therriault'
Subject: BPL: MAR waiver in 2010

Sue,

Here's the calculation regarding certification in FY 2010:

		Calculation figures
A.	Municipal appropriation 2007	144,227
B.	Municipal appropriation 2008	152,556
C.	FY 2009 MAR	
D.	FY 2009 TAMI	142490
F.	Sum of last 3 years	439,283
G.	Average of 3 years	146,428
H.	Multiply by 1.025	150, 089 = FY'10 Muni Approp Req.
I.	Projected total appropriated municipal income for FY'10	149,812 = budget for Town Meeting

"If line I is less than line H, waiver is required"
We will be $277 short, so will require a waiver approval again in 2010.

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505
508-869-2371

BOT Meeting Notes
4/8/09

ST
NL
TDC
BP
DB – no
JT
NL –

CTC: 708 minutes mtg
→ Fun way to fix written comments

Treas – no –
Budget Status updated
DTC – by the list

OB – LPC – RFQ on way – N + JT – one last review. After that, – review by BOT
→ BOT May Agenda to approve RFQ. Selection may then July
→ then NCP, at last Selectmen for contract review need by Council
BP will set date to take final RFQ to NCP
(Discuss Mike Meecum/Roger Desk Selectmen's area)

~~Motion~~ Second vote on extension of 4 to 5 Terms Sec 3/2 –
Ken notes, DB second, 4 yes, 1 abstention

NF –
BP – on about clean-up & recycling
Discuss of Move Away program. (DES storm debris – 4/20 to 5/4 for Scott Hill Rd pick-up
– ~~Rule~~ Hand rails at ramp – contact Meister
+ waterproof
Letting a week day prior to Mem Day – a Saturday
Flow – ducks from reading mtg
Funds 5/1 mtg
Next BOT is Joint
→ Refer to JT

Adj @ [illegible]
→ make list of outdoor tasks for workday → plan history talk for TBD

HASSLE FREE FORM FOR BOOK AUDIO
DISCREPANCY RETURNS/REPORT

BOYLSTON PUBLIC LIBRARY
BMARC/CHILDRENS
695 MAIN ST
BOYLSTON, MA
01505-1308

All discrepancy returns MUST be accompanied by this form and MUST be returned within 30 days from date of this packing list. When you are reporting discrepancies rather than returning a product, i.e. ... shortage, discount errors, etc. ... send this form to Customer Service. Be sure the discrepancy return/report listed on this form concerns the titles on previous page(s), since a copy of the appropriate packing list must accompany a Hassle Free return. If you are unable to send this packing slip or a copy, please contact Customer Service. RETURNS RECEIVED THAT DO NOT FOLLOW THE ABOVE INSTRUCTIONS WILL BE RETURNED TO YOU AT YOUR EXPENSE. Defective Book and Audio Products are an exception to above instructions. Returns for these products do not require a proof of purchase and are not restricted to a time limit.

INGRAM

1210 INGRAM DRIVE
CHAMBERSBURG, PA. 17202

20G2768

CUT ALONG LINES

BE SURE TO INCLUDE THE ABOVE RETURN LABEL ON YOUR CARTON

STOCK STATUS CODES.

CANC - Canceled
FTR - Future Release-Waiting for On-Sale Date
NOP - Not Our Publication
NYR - Not Yet Received
N/S - Not Stocked
OP - Out of Print
OSI - Out Indefinitely at Publisher
OS - Out of Stock at Publisher
O/S - Out of Stock at Ingram
PPD - Postponed
PTO - Print-To-Order, title shipping separately
REM - Remaining
SLSH - Slash
S/W - Secondary Warehouse
UNAV - Unavailable
1SRC - One Source

PROBLEM CODE.

1. DAMAGED - (initially received in damaged condition)
2. TITLE CODE ERROR - (incorrect title ordered)
3. PULLING ERROR - (Please specify title received and title billed)
4. SHORTAGE - (Please indicate number of cartons received)
5. QUANTITY ERROR - (Please indicate number of cartons received)
6. CARTONS DAMAGED OR LOST IN TRANSIT - (Call Customer Service Immediately)
7. CARTONS RECEIVED THAT WERE NOT ORDERED - (Call Customer Service Immediately)
8. OTHER - (Please explain)_____
9. DEFECTIVE (Please describe)_____

OTHER ABBREVIATIONS

B (In BO Column) = Backorder
IPS = From Ingram Publisher Services

ACTION CODE

A. Title being returned
Please credit my account

B. Title being kept
Please credit/bill my account

C. Shortage
Please credit my account

D. Title not billed, no credit due

Please fill in appropriate boxes for proper credit. Please list the item(s) returned and use the appropriate problem code and action code, as stated above.
You MUST list the TITLE CODE OR ISBN to receive proper credit.

DATE OF RETURN	YOUR CLAIM OR P.O. NUMBER	SHIP TO OR ACCOUNT NUMBER

QTY ORDERED	QTY RECEIVED	QTY SHORT	QTY RETURNED	TITLE	TITLE CODE OR ISBN	LIST PRICE	DISCOUNT	PROBLEM CODE	ACTION CODE

Include the form in your return carton. Return the carton to the warehouse on the label. Affix our return label (located at the top right hand corner on the same side of this packing list) to the carton containing this form and indicate the number of cartons being returned. Returns must be Prepaid.

From: Nick Langhart [mailto:nlanghart@boylston-ma.gov]
Sent: Friday, March 06, 2009 4:25 PM
To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); 'Sue Therriault (E-mail)'
Subject: BPL Board of Trustees agenda for March 11, 2009 meeting

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Agenda
for
Wednesday, March 11, 2009

Call to Order

Approval of minutes of February 11, 2009

Correspondence
- MBLC: de-certification waiver granted 'with reservation'
- MBLC: FY'09 state aid award sent to Town, $4,601.73 in 2 pmts. Acct = $25,824
- MBLC: B&M Gates Foundation broadband grant program participation

Treasurer's report
- Metropolitan Antiques Class Action Settlement: receipt of $350.73
- Foundation: reimbursement for bulk mail charge for Annual Appeal postage, $154.18

Budget Status
- No information on FY'10 yet

Director's report
- Trahan's computer gift offer: Dell with 17" monitor
- Status of Priscilla O'Connor
- LPC: draft RFQ for architectural services
- Note to Boylston Light Dept
- Utility bills sent to Selectmen
- Adult collection weeding proceeding to non-fiction

Old Business
- Report of Library Planning Committee – Oakham and Boylston libraries video
- Decertification waiver and the Banner

New Business
- Shall we deny borrowing privileges to patrons of de-certified towns?

Attachments:
- Minutes of February 11, 2009
- Librarian's report for February, 2009
- Children's Room report
- Boston Globe: "Library Gains Waiver", 2/22/09
- Centralities

Dave's
SEPTIC SERVICE, INC.
PO BOX 5193
MANCHESTER, NH 03108
(603) 668-3402

RE: Portable Toilet Bids, Long-term, Special Event and Seasonal Rentals

Dear Business Associate,

We are requesting an opportunity to provide pricing on any and all of your portable toilet needs, for any departments you may have.

Dave's Septic Service is committed to meeting your needs with the following benefits:

- The largest and most up-to-date inventory of portable toilets in your area.
- Weekly service provided by a locally-owned portable toilet company, founded in 1982, that you can depend on.
- A dedicated service staff of 42 employees that live and work in your community, ensuring your service needs are not only met, but exceeded.
- Emergency response capabilities, including large quantities of portable toilets for Mobile Restroom Trailers in the event you should experience any water and/or sewer disruptions.

We also offer the option of renting our **environmentally green** restrooms, which include the following:

- 100% recycled paper products
- A holding tank deodorizer that is **environmentally friendly**
- Cleaning products and solvents that are **environmentally friendly**
- Bio-based hand sanitizer

References include:
City of Boston Parks and Recreation
Devens, Mass. Recreation
(additional references and contact numbers available upon request).

Thank you,

Tim Howe
Operations Manager
Dave's Septic Service, Inc.
800.672-3402
(f) 603-666-4334
www.DavesSseptic.com

P.S. If this letter should go to a different division, please forward it to the appropriate person.

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
for
Wednesday, March 11, 2009

Attendees: Brad Barker, David Bottom, Ken Linell, Rich Reardon, Letty Ridinger, Susan Therriault and Nick Langhart, director
Guest: Jean Therriault

Call to Order: Chair Susan Therriault called the meeting to order at 7:05 pm.

Approval of Minutes: The minutes of the Board meeting of February 11 were approved as presented.

Correspondence:
On February 12, the MBLC sent a letter to the Selectmen regarding the approval "with reservations" of our waiver from the Municipal Appropriation Requirement and our recertification for 2009. This included a certificate and copy of the current certification regulations.
The MBLC has notified us and the Town Treasurer that our state aid award for FY'09 is $4,601.73. The total in our state aid account now stands at $25,824.
Boylston has been selected to participate in the Bill & Melinda Gates Foundation's 'Opportunity Online' program to establish broadband Internet connectivity. Ken agreed to accompany Nick to a required seminar on April 30-May 1, 2009 at the Boston Marriot Newton.

Treasurer's report:
Jean Draper's $100 gift has been deposited giving a total in the account of $6,874.77. It was moved and seconded to accept the treasurer's report. Motion approved. Nick gave Letty 2 checks to deposit: $250.73 from the Class Action Settlement against Metropolitan Antiques and $154.18 from the Foundation as reimbursement for postage required for the Annual Appeal mailed in February.

Budget status: Sue has spoken to Town Administrator Nancy Colbert about the FY'10 budget process. Nancy indicated that discussions with the school department were ongoing and, when settled, the remaining departments would begin the budget process.

Director's report:
Dave and Cathy Trahan have a working Dell computer and monitor to donate which the Trustees are glad to accept. It will be set up as an additional PAC in the Reading Room.
Nick has contacted Gary Harrington, head of the Boylston Light Department about the possibility of grants or other assistance to the library to improve efficiency and reduce electricity usage. No response yet.
The Selectmen have asked for CY 2008 electric and heating bills prior to submitting an application for an energy grant for the Town. Nick has sent what was needed.
Paula has completed the weeding of the adult fiction collection and has moved on to the non-fiction books in the mezzanine.

Old Business: Brad reported on the Library Planning Committee. At the March 9th meeting, a draft RFQ for architectural services was presented and suggestions for revision made. The LPC will meet again on Thursday, March 26th at 6:30. Brad and Rich have reviewed the unedited and uncut Oakham/Boylston library video footage that is about 1 ½ hours in length. They are hoping to have it edited for the local cable channel by April, prior to Town Meeting. The advertising of the decertification waiver was discussed. An article in the Banner that mentioned the impact of decertification and thanked the Trahans for the recent computer gift was suggested and Dave Bottom agreed to discuss this with Mike Kane.

JAN 22 1988

JAN 27 1988

BUSINESS EXPENSE RECORD

Society for the Preservation of New England Antiquities
141 Cambridge Street, Boston, Massachusetts 02114

Employee Anne Grady
Dates: From Nov. 1987 To Jan. 1988
Approval
Mailing Address 10 Trotting Horse Dr., Lexington, MA 02173

TE	DESTINATION OR PROJECT	EXPLANATION (EXPENSE CATEGORY AND PURPOSE)	Miles @ .25	AMOUNT	ACCOUNT NUMBER
v. 6	SPL	Notice in N. E. Historic Genealogical Soc. Nexus		$9.90	
c. 3	SPL	Preparation of videotape of SPL; cost of tapes		67.00	Peggy?
n. 88	SPL	Photocopying		4.00	
			JE =	$80.90	CJ

FEB - 4 1988

PURCHASE JOURNAL 8 | 19-21

PURCHASE ORDER NO. 0

BUSINESS OFFICE CJ

PAYMENT APPROVAL

PAID 36499 Check No. | 1/28/88 Date

ACCOUNT CODING

					Amount
1	02	59	531	030	$ 9.90
1	02	59	526	030	4.00
1	02	59	525	032	67-
					✓
					80.90

New Business: *Shall we deny borrowing privileges to patrons of decertified towns?* This issue is before us again because of the recent decertification of Hubbardston and Fitchburg. The following motion was presented:

In accordance with the state's minimum standard for Public Library Service, the Boylston Public Library extends reciprocal borrowing privileges to the residents of the Commonwealth who reside in towns who also meet the standards.
Such reciprocity is not possible when a library ceases to provide services or reduces its hours below a reasonable level for the size of the community it serves.
It is, therefore the policy of the Boylston Public Library to discontinue borrowing privileges to residents of communities who terminate library service or reduce hours of opening to below a reasonable level for the size of that community as determined by the Massachusetts Board of Library Commissioners.
The Library Board of Trustees, Library Director, and the municipal executives of the affected community will be notified in writing by the Boylston Board of Library Trustees when reciprocal borrowing privileges have been terminated.
The Boylston Public Library Board of Trustees agrees to provide reinstatement of borrowing privileges to all affected borrowers once a library is re-certificated.
The "Reciprocal Borrowing Privileges" Policy is subject to review and change by the Board of Library Trustees.

It was seconded. After discussion, the motion was passed unanimously.

A motion was presented to modify the Library By-Laws, specifically Article III, Sec. 2, as follows: "[trustees shall] serve no more than four consecutive terms" to: "shall serve no more than five consecutive terms". The motion was seconded. After discussion, it was passed with four votes and two abstentions. As required, the motion will be re-voted at the April meeting. In May, three Trustees are candidates for re-election, David Bottom, Letty Ridinger and Susan Therriault.

Adjournment: There being no further business, the meeting was adjourned at 8:37 pm.

Respectfully submitted,

Richard Reardon, Secretary

THE SOCIETY FOR THE PRESERVATION
OF NEW ENGLAND ANTIQUITIES
141 CAMBRIDGE STREET
BOSTON, MASSACHUSETTS 02114-2799

THE FIRST NATIONAL BANK OF BOSTON
BOSTON, MASSACHUSETTS
5-39/110 1

36499

DATE	CHECK NO.	CHECK AMOUNT
1/28/88	36499	$80.90

THE SAVE [illegible] 02-15-88 101007552

Anne Andrus Grady
10 Trotting Horse Drive
Lexington, MA 02173

⑈00036499⑈ ⑆011000390⑆ [illegible] ⑈0000008090⑈

3346211

16 FEB 88

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
for
Wednesday, March 11, 2009

Attendees: Brad Barker, David Bottom, Ken Linell, Rich Reardon, Letty Ridinger, Susan Therriault and Nick Langhart, director
Guest: Jean Therriault

Call to Order: Chair Susan Therriault called the meeting to order at 7:05 pm.

Approval of Minutes: The minutes of the Board meeting of February 11 were approved as presented.

Correspondence:
The MBLC has sent a letter to the Selectmen regarding the approval of our waiver from the Municipal Appropriation Requirement and our recertification for 2009. This included a certificate and copy of the current certification regulations.
The MBLC has notified us and the Town Treasurer that our state aid award for FY'09 is $4,601.73. The total in our state aid account now stands at $25,824.
Boylston has been selected to participate in the Bill & Melinda Gates Foundation's 'Opportunity Online' program to establish broadband Internet connectivity. Ken agreed to accompany Nick to a required seminar in Newton on April 30-May 1, 2009.

Treasurer's report:
Jean Draper's $100 gift has been deposited giving a total in the account of $6,874.77. It was moved and seconded to accept the treasurer's report. Motion approved. Nick gave Letty 2 checks to deposit: $250.73 from the Class Action Settlement against Metropolitan Antiques and $154.18 from the Foundation as reimbursement for postage required for the Annual Appeal mailed in February.

Budget status: Sue has spoken to Town Administrator Nancy Colbert about the FY'10 budget process. Nancy indicated that discussions with the school department were ongoing and, when settled, the remaining departments would begin the budget process.

Director's report:
Dave and Cathy Trahan have a working Dell computer and monitor to donate which the Trustees are glad to accept. It will be set up as an additional PAC in the Reading Room.
Nick has contacted Gary Harrington, head of the Boylston Light Department about the possibility of grants or other assistance to the library to improve efficiency and reduce electricity usage. No response yet.
The Selectmen have asked for CY 2008 electric and heating bills prior to submitting an application for an energy grant for the Town. Nick has sent what was needed.
Paula has completed the weeding of the adult fiction collection and has moved on to the non-fiction books in the mezzanine.

Old Business: Brad reported on the Library Planning Committee. At the March 9th meeting, a draft RFQ for architectural services was presented and suggestions for revision made. The LPC will meet again on Thursday, March 26th at 6:30. Brad and Rich have reviewed the unedited and uncut Oakham/Boylston library video footage that is about 1 ½ hours in length. They are hoping to have it edited for the local cable channel by April, prior to Town Meeting. The advertising of the decertification waiver was discussed. An article in the Banner that mentioned the impact of decertification and thanked the Trahans for the recent computer gift was suggested and Dave Bottom agreed to discuss this with Mike Kane.

- Review
- Title
- Author
- Genre
- ISBN
- Rating
- Custom Log Entries 1-6
- Logged By
- Log Date/Time

Note: *See Appendix Configuring Custom Log Entries*

The following options are available for each of the aforementioned fields:

- **Enabled** - If the Enabled box is checked for a field, this means the corresponding Logging Field is enabled and visible on the Patron Logging page. Disable a field by leaving the Enabled box unchecked.

- **Required** - If the Required box is checked, this means the corresponding Logging Field is required. If the Required box is not checked, the field is optional. Establish whether it is a required logging item by checking the checkbox corresponding to the item.

- **List Enabled** - For the Title, Author, and Genre fields, there is an option to create drop lists for the patrons to choose from. These drop lists should consist of the most commonly entered titles, authors, and genres. Not only is this quick and easy for patrons, but it also provides consistency and prevents typos. For the Rating field, there is also an option to create a drop list. By default this option is unchecked. When enabled, the *Rating* field displays 5 radio buttons for rating a title on a scale of 1 to 5.

  If the *List Enabled* box is checked, the corresponding *Logging Field* on the patron's logging page displays a drop down list. If the *List Enabled* box is not checked, the field uses a text entry field.

  To create the *List Enabled* drop lists, click on the field's corresponding *Edit* button, type in a list item, and click *Save* button. Continue entering list items, being sure to Save after each entry. The list appears in a table at the bottom of the page. It is labeled '*MODIFY items in the list*'. To edit an entry once it has been saved, double click on the field or click on the corresponding *Edit* button, make changes, and click the *Save* button again. To delete an item, click the *Delete* check box corresponding to the field and then click the *Delete* button at the bottom of the page.

  Note: *Click the Edit button to quickly add to the list options. 'Text Enabled' may also be checked in conjunction with 'List Enabled' to allow participants to type in additional titles, authors, and genres.*

- **Text Enabled** - This option enables a text field for patrons to enter Title, Author, and/or Genre information in their log. This option may be selected on its own or in conjunction with List Enabled as described above.

- **Show Field on Log Summary** - Selecting this option means that the field appears on the patron's reading log page in the log table.

Once finished with the *Logging Setup* page, click the *Save* button. This returns navigation to the *Program Setup* (see Figure 2-6). From here, click the *Save* button again to finalize and go to the *Program Selection* page (see Figure 2-5).

New Business: *Shall we deny borrowing privileges to patrons of decertified towns?* This issue is before us again because of the recent decertification of Hubbardston and Fitchburg. The following motion was presented:

In accordance with the state's minimum standard for Public Library Service, the Boylston Public Library extends reciprocal borrowing privileges to the residents of the Commonwealth who reside in towns who also meet the standards.
Such reciprocity is not possible when a library ceases to provide services or reduces its hours below a reasonable level for the size of the community it serves.
It is, therefore the policy of the Boylston Public Library to discontinue borrowing privileges to residents of communities who terminate library service or reduce hours of opening to below a reasonable level for the size of that community as determined by the Massachusetts Board of Library Commissioners.
The Library Board of Trustees, Library Director, and the municipal executives of the affected community will be notified in writing by the Boylston Board of Library Trustees when reciprocal borrowing privileges have been terminated.
The Boylston Public Library Board of Trustees agrees to provide reinstatement of borrowing privileges to all affected borrowers once a library is re-certificated.
The "Reciprocal Borrowing Privileges" Policy is subject to review and change by the Board of Library Trustees.

It was seconded. After discussion, the motion was passed unanimously.

A motion was presented to modify the Library By-Laws, specifically Article III, Sec. 2, as follows: "[trustees shall] serve no more than four consecutive terms" to: "shall serve no more than five consecutive terms". The motion was seconded. After discussion, it was passed with four votes and two abstentions. As required, the motion will be re-voted at the April meeting.

Adjournment: There being no further business, the meeting was adjourned at 8:37 pm.

Respectfully submitted,

Richard Reardon, Secretary

Program Setup can be edited at any time by going to *System Maintenance/Program Maintenance/Edit Program Setup*. See the next section for more details.

2.6.2.2 Edit Program Setup

An active program can be edited at any time by going to *System Maintenance → Program Maintenance → Edit Program Setup*. Click on the appropriate program from the list.

The *Program Setup* page for the selected program appears.

2.6.2.2.1 Editing Registration and Logging Setup

From here, staff may edit the general program information or click on the *Registration Setup* button or *Logging Setup* button (located at the top of the page) to modify the registration and logging setups. The program's *ProgramID* is also displayed (this field is read-only and is used to reference programs when using the *ReaderXML* page). In addition, click the *Get Registration Link* button to copy a direct link to the program's registration page onto the library's home page. Be sure to click the *Save* button after all changes have been made.

2.6.2.2.2 Deleting Programs and Program Information

There is an option to delete a program and/or program-related information which is available only to a user logged in at the *Administrator* level. If there are no registrants in the program, simply click on the *Delete* button located at the top of the page to delete the program. If there are one or more registrants, all program-related information (registration records, logging records, random drawings, etc...) for the registrants must be deleted before deleting the program. A *Clear All Records* button appears at the top of the page when there are one or more registrants. Click on this button to delete all the registrants' program-related information. After doing so the *Delete* button is available for deleting the program. There is a system setting available called *Allow Bulk Deletion of Patron Records*. When this setting is enabled (set to *Yes*) and there are one or more registrants, a button appears at the top of the page labeled *Clear All Records (Including Patrons)*. Click on this button to delete all of the registrants' program-related information as well as the patron registration records. Doing so, removes the patron completely from the database as long as they are not registered for other programs.

2.6.2.2.3 Exporting a Program

The Exporting Programs button allows you to export your program to a file that can be imported into another library's summer re•ader system. Exporting allows you to export one or both of the program and style sheet. This feature allows libraries in a consortium to share programs.

To export a program, go to *System Maintenance → Program Maintenance → Edit Program Setup* and select the desired program. Click *Export Program* to display the export window. Select either "Program", "Style Sheet" or both. Click *Export*. The system displays the following message "You are about to export the program. Use the dialog box option to open or save the file." Click *Ok* to proceed or *Cancel* to abort the process. The system will open a window asking to open or save the file. The resulting file can be saved to a file in .html or .txt format. If you choose to open the file without saving, the system opens the file in .txt format in Notepad. The file can then be e-mailed or otherwise shared. The file's recipient imports the code by copying and pasting the contents of the file into *System Maintenance → Program Maintenance → Import Program*. When complete, click *Import* to setup the program. The recipient may then edit the program by going to *System Maintenance → Program Maintenance → Edit Program Setup*. The program title will appear in the program list. If a program of the same title already exists in the recipient's program list, the system will add the second title without overwriting the existing program.

2.6.2.2.4 Copying a Program

BOYLSTON PUBLIC LIBRARY

Reciprocal Borrowing Privileges Policy

In accordance with the state's minimum standard for Public Library Service (Massachusetts General Laws, Ch. 78, Section 19B 1 & 6), the Boylston Public Library extends reciprocal borrowing privileges to the residents of the Commonwealth who reside in towns who also meet the standards.

Such reciprocity is not possible when a library ceases to provide services or reduces its hours below a reasonable level for the size of the community it serves.

It is, therefore, the policy of the Boylston Public Library to discontinue borrowing privileges to residents of communities who terminate library service or reduce hours of opening to below a reasonable level for the size of that community as determined by the Massachusetts Board of Library Commissioners.

The Library Board of Trustees, Library Director, and the municipal executives of the affected community will be notified in writing by the Boylston Board of Library Trustees when reciprocal borrowing privileges have been terminated.

The Boylston Public Library Board of Trustees agrees to provide reinstatement of borrowing privileges to all affected borrowers once a library is re-certified.

The "Reciprocal Borrowing Privileges" Policy is subject to review and change by the Board of Library Trustees.

Approved by Board of Trustees March 11, 2009

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

MARTHA COAKLEY
ATTORNEY GENERAL

(617) 727-2200
www.mass.gov/ago

March 20, 2009

Boylston Public Library
695 Main St.
Boylston, MA 01505-1399

RE: Attorney General's Office Annual Report for Fiscal Year 2008

Dear Boylston Public Library:

Enclosed please find our Office's Annual Report for Fiscal Year 2008 prepared pursuant to Massachusetts General Laws, Chapter 12, Section 11.

Preparing an Annual Report provides a unique opportunity to reflect on the past year. As the report indicates, we spent the last year continuing our mission of protecting the public in a variety of areas, such as consumer protection, Medicaid fraud, and civil rights. This report also reflects our Office's ability to balance proactive efforts to prevent wrongdoing with sound responses once such actions have occurred.

This document is also available on the Attorney General's Office website at www.mass.gov/ago/annual_report. I hope you find the information in this Annual Report helpful in your work with Massachusetts residents, employers, and other stakeholders. I encourage you to visit our website and explore the services and information we have made available to you and your constituents.

As always, please feel free to contact me with any questions you may have about this or any other matter.

Cordially,

Martha Coakley

Martha Coakley
Massachusetts Attorney General

Enclosure

BOT Meeting Notes March 11, 2009

ST
KL
RR
LR
BB
DB
KW

7:05 Minutes, MSP
Mail letter to Superintendent
Staff will email for FY '09
Broadband w/Kell, 4/30 + 5/1

Treas: ck: Draper = $6,874.77 MSP
give 2 cks, Chmn letter + Fin reimbursement

ST: on budget status - schools first
BB: role of finance committee for L/O

Dir Rpt
take computer gift off 7 items
- exit of list -
disposal of old books disc
DB - set up thank-you ltr, create a wish list - article + Comm. JT + wish list
he'll draft an article.

7:45 OB
LPC mtg Monday - RFQ ideas - B.I. to check lib. Light audit. BB to call S. Turnbull, Phil from Chenot for RFQ advice. ST structural analysis + photos of work. Reviewed NL's RFQ. meet again Th, 3/26, 6:30, LR, MP, SS, WL, JT, ST, BB, JC
video of Cockburn/Boylston mtg 1½ hrs, uncut. wants it cut in April to be before Town mtg.

BB Decent article for the Beacon. ST - will see how CPC budget resolution will be. LR - calculate CPA application + $/ISF - the fee was that had to apply for a waiver. Reinstate the "costs" of de-certification (again). we do get 1 more year to run the lib.
ST: weekly or by-weekly article to submit to Beacon.

NB the ~~draft~~ proposed borrowing authorization policy draft discussed. MSP unanimous

with mechanism will app Roger Deal(?) → BB policy re 4 Trustee terms & Bylaws - Article III, Sec 2 "no more than 5 consecutive Terms"

~~[illegible]~~

MSP - 4 yes, 2 abstentions. (vote again) 8:37 Adjourn.

Printed from Church Production Magazine, Nov/Dec 2003 issue

Lighting techs require training in order to operate today's systems

By Carolyn Heinze

In Shakespeare's day, the primary concern surrounding theatrical lighting was whether or not the "stage lights" – or candles – would cause a fire. If the playwright employed any theatrical lighting specialists at all, they would have known more about fire prevention and less about creating a suitable mood for whatever production was being staged. Today's theatrical lighting professionals have much more to worry about than their Elizabethan counterparts, usually necessitating the inclusion of several lighting personnel for one event.

David Jacques, lighting designer and a professor at California State University at Long Beach, explains the difference between lighting designers and lighting technicians: "The lighting designer is much more of an artistic member of the creative team, where they decide what atmosphere to create in support of the show. A lighting technician in a church is the person who actually runs the lighting during the services – even though the lighting designer might have previously set the cues. The lighting technician actually controls the technical elements of the lighting."

Today's lighting systems may condense the work of many lights down to one, but these added capabilities make the operation of these systems more complex. "Lighting control is extremely sophisticated – especially when it comes to moving lights," says Jacques. "You may think it is simpler to have one light do the service of 30, but there are a lot of moving parts in these lights and many ways of controlling them. With this technology, you have to be trained."

An understanding of how electricity works is a mandatory requirement for any lighting technician. "We often find that people are locating fixtures too far away, or coming at too low an angle and it becomes visually uncomfortable for the celebrants," says Ross De Alessi of Ross De Alessi Lighting Design in Seattle, Washington. "They need to study basic electricity and theatrical lighting. You can take a theatrical lighting class at a good college or university and come out understanding as much as you need to do practically anything for your congregation."

Jacques, who teaches courses on theatrical lighting, agrees. "It's interesting, because when I go out and consult for churches that want to move into more high tech systems, the one thing that people always seem to gloss over – and it's crucial – is training," he says. "I always make sure that whomever they buy their equipment from offers training." Jacques, with the assistance of one of his graduate students, will also conduct three-day seminars for church faculty in need of instruction.

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Wednesday February 25, 2009

Attendees: Boylston Public Library Foundation:
Maureen Rafferty Linell, Donna Di Pilato, Persis Hamilton, Pat Erucahaus, Lynn Butler, Sarah Scheinfein, Pat Brissette, Jean Therriault

Boylston Public Library Trustees:
Sue Therriault, Ken Linell, Brad Barker, Dave Bottom, Rich Reardon

This was a joint meeting of the Boylston Library Foundation and Trustees. Brad Barker requested this meeting so that he could present our L.P.C. vision for the existing library. Our segment of the meeting started at 7:45 PM., and lasted for 60 minutes.

Sue Therriault presented how the Trustees voted on a resolution that we would stay at the existing location for several years. She cited that with the economic conditions, possible modifications to Tahanto and no grants until 2021 monies will be not be available for a new library.

Brad Barker distributed booklets to the B.P.L .F. attendees on his vision on how we propose to accomplish this project. The Trustees envision small modifications each year to the library for a period of 7 to ten years. The library at Oakham has the same foot print as ours, and this is how they accomplished their project over 10 years. They also used local craftsman to help reduce their cost.

There were no objections for the library staying at its present location. There was a question about Hillside, and we answered that we would keep that parcel of land that the town voted for us for now. We better be prepared on how to answer this question at some future town meeting.

Brad did mention that we were having a video made showing the Oakham library and our library. We plan on putting it on our access channel 11 to help sell our project to the town. Also Brad mentioned writing monthly articles in the Banner noting what our library is doing.

We also mentioned that we should ask the town to improve the furnace, electrical, septic systems to satisfy existing specifications for a public building.

Another question was asked about if our plan will satisfy A.D.A. specifications? At this time the answer is no, we do not.

The Trustees did approve that we create an Request For Proposal for architectural / engineer services which will be started soon.

I believe that the consensus of the Trustees, the meeting was very favorably received.

Take care,
Rich

Note: *Patron reviews are not posted for other patrons to see until they have been approved by a staff member. When staff members 'Accept/Modify' reviews, they may make changes, add hyperlinks to the item in the online catalog, etc.*

3.4.1 Links

The hyperlinks set up by staff appear to the far left of both the *Patron Home Page* (see Figure 3-1) and the *Personal Home Page* (see Figure 3-2).

3.4.2 Important Messages

The global and program-specific messages set up by staff appear in the middle of both the *Patron Home Page* (see Figure 3-1) and the *Personal Home Page* (see Figure 3-2).

3.4.3 Prize Notices

If a patron is eligible for prize(s), a marquee appears on their home page displaying a message along the lines of: "You are eligible for the following prizes. Please contact the Librarian at the Reference Desk to claim your prize."

This message appears each time the patron logs in until the prize(s) are awarded by the library.

Note: *The message that is displayed is a configurable system message. See Section 2.6.6.6 for more details.*

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Friday, February 06, 2009 5:23 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); 'Sue Therriault (E-mail)'

Subject: BPL Board to Trustees agenda for February 11, 2009 meeting

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Agenda
For
Wednesday, February 11, 2009

Call to Order

Aproval of minutes of January 14 and February 4, 2009

Correspondence (see attachments)
MBLC: Annual Trustee Symposium, Saturday, March 7, Holiday Inn at Boxborough, 9:30 a.m.
Annual Fund-raising Appeal Workshop, Saturday, March 28, Library, Boxborough, 10:00
Capital Campaign Fund-raising Workshop, Saturday, April 4, Library, Boxborough, 10:00

Treasurer's report

Budget status
Appears that Town will find funds to cover new reduction in state aid of $41,000

Director's report
Annual Report prepared for Town
Bid price on new furnace received $18,700
New monitor for Paula's computer is installed

Old Business
Report of Library Planning Committee/ handouts

New Business
Resolution regarding intention to remain at present site
Should we submit an article for the May Town Meeting warrant to establish a revolving fund?

Adjournment

Attachments:
Minutes of meeting of January 14 and February 4, 2009
Librarian's report for January, 2009
MBLC symposium/workshop announcements, registration forms
Children's Room report
T&G, "Libraries, legislators…"/Banner, "Towns adjust for…cuts"
Centralities

contact

www.andersonvi

How to save a
Simply right click on it and select "Save
and drag the image to

Kodak Picture CD
was used to send these
pictures.
www.kodak.com/go/picturecd

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Tuesday, February 24, 2009 12:40 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon; 'Sue Therriault (E-mail)'

Cc: 'Nick Langhart'

Subject: BPL Board of Trustees draft minutes of meeting of February 11, 2009

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Wednesday, February 11, 2009

Attendees: Brad Barker, David Bottom, Richard Reardon, Susan Therriault and Nick Langhart, director.

Guest: Jean Therriault

Call to Order: Chair Susan Therriault called the meeting to order at 7:04 p.m.

Approval of Minutes:
The minutes of the Board meeting of January 14th were approved as presented. The minutes of the special meeting of February 4th were approved as corrected with the addition of Jean Therriault's name as a Foundation member in attendance.

Correspondence:
The MBLC send announcements of three events to which Trustees are invited:
The 9th Annual Trustees Symposium will be on Saturday, March 7th at the Holiday Inn in Boxborough. Registration at 9:30 am, workshop 10:00 am to 3:00 pm. Registration required.
The Annual Fund-raising Appeal workshop will be on Saturday, March 28th at the Sargent Memorial Library, Boxborough. Registration at 9:30 am, workshop 10:00 am to 1:00 pm.
A Capital Campaign Fund-raising workshop will be on Saturday, April 4th at the Sargent Memorial Library, Boxborough. Registration at 9:30 am, workshop 10:00 am to 4:00 pm.
The selectmen have revised the Annual Town Meeting warrant closing date: it is now March 16th rather than March 9th as previously announced.

Treasurer's report:
In the absence of the Treasurer, there was no Treasurer's report for February.

Budget status:
In a memo from Dan Haynes, Town Accountant: Selectmen have requested their prior approval for all expenses over $750 during FY'09. In response to the Governor's reductions to FY'09 state aid to Towns and Cities in which Boylston was cut by $41,819, 10 budget lines were reduced or eliminated. No cuts were made in any of the library's budget lines. No budget preparation materials have been distributed yet.

Director's report:
The library's annual report for the Town for 2008 was prepared by Nick, edited by Susan Therriault and sent in February 6th.
Bob Johnson & Son, Inc. has submitted a bid to replace the furnace (only) with 2 units and an outdoor temperature sensor for $18,700.
Computer consultant David Wheeler has donated and installed a larger monitor for the staff computer on Paula's desk. He has been thanked.

RTI Research Technology International Co.

4700 Chase Lincolnwood, IL 60712-1689 USA • Phone: 847-677-3000 • Fax: 847-677-1311 • E-mail: inbox@RTIco.com

Partial List of **Massachusettes** ECO Users

Tufts Library
Weymouth, MA

Chelmsford Public Library
Chelmsford, MA

Plymouth Public Library
Plymouth, MA

South Boston Branch Library
South Boston, MA

Shrewsbury Public Library
Shrewsbury, MA

Lynn Public Library
Lynn, MA

Moses Greeley Parker Memorial Library
Dracut, MA

Somerville Public Library
Somerville, MA

Agawam Public Library
Agawam, MA

Lincoln Sudbury Regional High School
Sudbury, MA

Eldredge Public Library
Chatham, MA

Winchester Public Library
Winchester, MA

Memorial Hall Library
Andover, MA

Canton Public Library
Canton, MA

David & Joyce Milne Public Library
Williamstown, MA

Frederick Parlin Memorial Library
Everette, MA

Thayer Public Library
Braintree, MA

Seekonk Pubic Library
Seekonk, MA

Northeastern University-Snell Library
Boston, MA

Old Business:

Brad reviewed the February 4th meeting with Trustees and Foundation Board members. There were no objections to the concept of committing to remaining at the present site. Brad will present this issue to the Foundation at their February 24th meeting for their discussion and consideration.

On February 9th, Susan Turnbull hosted Brad, Rich and Randy Wheeler, videographer, at the Fobes Library in Oakham for filming of the recently completed renovations. They plan to video our library on Monday, February 23rd, to be edited together with the Oakham footage for WBAC, local access channel 11 and perhaps for Youtube.

New Business:

Brad read a prepared motion as follows:

"Whereas the Boylston Public Library Board of Trustees wish to improve the usefulness, efficiency and attractiveness of the Boylston Library, and

Whereas there is substantial public support for the retention and use of the present building as the public library, and,

Whereas the present prospect of expanding the library on this or the Hillside site is low because of economic circumstances, the potential local property tax impact of planned school improvements, and the ineligibility of the Town to participate in the state Public Library Construction Program before 2021 and then not until such a program is funded,

Therefore it is moved that this Board shall commit the future of the Boylston Library to 695 Main St. and confine fund-raising towards the maintenance, restoration, renovation, and potential future expansion of this location." Seconded.

Brad clarified that this was his motion rather than a formal recommendation from the Library Planning Committee, although it is the consensus of that committee.

The motion was amended to change, in the last sentence, 'fund-raising' to 'development efforts'. The amendment was accepted by Brad and seconded. The amendment was passed unanimously. Then the amended motion was passed unanimously.

Brad then asked that the Board grant permission to the Library Planning Committee to seek the services of an architect and/or engineer for investigative, planning and project development services. Some high-level drawings will be needed and ADA questions addressed. Discussion followed on the potential scope of work and goals of the project. It was decided that the Committee should develop a scope of work proposal to be reviewed by the Board before architectural services are sought. It was moved that the Board of Trustees direct the Library Planning Committee to prepare a scope of work for Board review prior to solicitation of architectural/engineering services. Seconded and passed unanimously. At the Foundation meeting on the 25th, participation of the Foundation in the Library Planning Committee will be sought.

Discussion followed on whether the Board should take any action relative to the site at Hillside that was granted to the library. It was decided to take no action at this time.

On the question, "Should we submit an article for the May Town Meeting warrant to establish a revolving fund?" (for the retention of fines and fees collected by the library as a way to boost income and enhance the annual MAR calculation), it was decided to not submit an article at this year's meeting. There was concern that, in lean times, generated income might be deducted from the annual town appropriation to the library. Last year's collection was about $840.

Adjournment:

There being no further business, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Richard Reardon, Secretary

ATTENTION MASSACHUSETTES LIBRARY DIRECTORS:

Take advantage of Massachusetts House Bill 5055, Chapter 304 of the Acts of 2008!

Buy an RTI ECO DVD/CD Repair Machine, which could qualify for purchase and is Libraries' #1 Choice for Disc Repair!

Here's Why so many libraries have purchased ECO DVD/CD Machines:

- ECO systems were voted **best overall choice by Library Journal!**
- Computer Controlled Precision Repairs! – **Repair Discs to Brand New!**
- **Exclusive Flat Polishing Technology! –** Can Repair Same Disc 25+ Times!
- **Not Just A Buffer** - A Full-Service Machine To Clean/Repair **ALL** DVD/CD Discs!
- **Safely Removes Even Deep Scratches and Gouges!**
- **Whisper Quiet** and very **Neat and Clean**
- Discs look and play like brand new right out of the machine for **'hands-free' repairs**
- Extremely simple **one button operation**

MA Libraries Benefit **from using ECO Machines for disc repair:**

See the attached users list for Massachusetts libraries already using ECO Systems

Special Offer for Massachusetts Libraries:

Free Shipping **&** ***Free Supplies*** **to fix 400 discs...a $200 value!**

Hurry! This offer ends April 20th. **Call Scott** Jahnke, your Massachusetts media specialist, today for prices and full details...also ask about 'Trade-Ins'.

Toll-Free 1-800-323-7520 ext. 312

www.rtico.com

RTI Research Technology

4700 Chase Ave., Lincolnwood, IL 60712-1689

Nick Langhart

From: RjReardon1@aol.com
Sent: Monday, February 23, 2009 10:02 PM
To: nlanghart@boylston-ma.gov
Subject: Minutes of 11February Meeting

Nick,

Attendees: Brad Barker, David Bottom, Rich Reardon, Sue Therriault and Nick Langhart, Director

Guests: Jean Therriault

Call to Order: Chair Susan Therriault called the meeting to order at 7:04 PM.

Approval of minutes: The minutes of the Board meeting of January 14th 2009 were approved as presented.

Correspondence: The 9th Annual Trustees Symposium will be held on Saturday, March 7th, 2009 at the Holiday Inn in Boxbourgh. Registration will be at 9:30 AM and the workshop will be from 10:00 AM TO 3:00 PM. The Trustee Symposium is free, but registration is required.

The Annual Fund - Raising Appeal sponsored by the MBLC on Saturday, March 28, 2009 at the Sargent Memorial Library in Boxborough. Registration will begin at 9:30 AM, and the workshop will start at 10:00 AM to 1:00 PM.

A Capital Campaign Fund - Raising Workshop will be held on Saturday, April 4th 2009 at the Sargent Memorial Library, in Boxborough. Registration will begin at 9:30 AM and the workshop will start 10:00 AM to 1:00 PM.

Treasurer,'s Report; None

Budget status: The $41,000.00 loss in state aid to the town will not affect the Library budget.

Director's Report: Discussed putting a revolving fund on the warrant for the Town Meeting on Monday, May 4,2009.

Bid price for a new furnace heating coils only two small unit. One would be for warm temperatures and the other would be for cold temperatures. These units would have the capacity to obtain 50 degrees above the outside temperature. The cost of the two units including installation is $ 13,700.00.

Computer Tech gave the library a monitor for Paula's computer.

Annual report prepared for the Town does not mention the library.

Old Business: The Foundation, Friends meeting scheduled for Wednesday, February 4th,2009. This meeting was called by Brad to gather their views and opinions regarding our proposal expand library services and improve our present building [same footprint] instead of building a new library.

Brad, Rich and Nick have scheduled a video visit of our Library on Monday,February 23 at 9:30 AM. This video will show our existing library compared to the Oakham library's modifications. When completed we plan on showing it on Boylston's Access channel 11.

Also discussed using the Banner more often noting what is going on in our library to obtain more exposure in our area.

New Business: Brad made a motion as noted: " That this Board shall commit the future of the Boylston Library to 695 Main Street, and confine development towards the maintenance, restoration, renovation, and potential future expansion of this location." This motion was approved by the Board of Trustees. It was also agreed that we should keep the parcel of land at Hillside which the Town voted to us.

Library Planning Committee would like to agree that we sign up an architect ASAP.

Trustees to plan the scope of work for this project'

Lynn to select a person to work with us on this project.

Establishment of a Revolving Fund where the library would retain the monies from fines, fees,and other sources that presently go to the town. There is approximately $840.00 in this account.

HASSLE FREE FORM FOR BOOK AUDIO
DISCREPANCY RETURNS REPORT

BOYLSTON PUBLIC LIBRARY
BMARC/CHILDRENS
695 MAIN ST
BOYLSTON, MA
01505-1308

All discrepancy returns MUST be accompanied by this form and MUST be returned within 30 days from date of this packing list. When you are reporting discrepancies rather than returning a product, i.e. ... shortage, discount errors, etc. ... send this form to Customer Service. Be sure the discrepancy return/report listed on this form concerns the titles on previous page(s), since a copy of the appropriate packing list must accompany a Hassle Free return. If you are unable to send this packing slip or a copy, please contact Customer Service. RETURNS RECEIVED THAT DO NOT FOLLOW THE ABOVE INSTRUCTIONS WILL BE RETURNED TO YOU AT YOUR EXPENSE. Defective Book and Audio Products are an exception to above instructions. Returns for these products do not require a proof of purchase and are not restricted to a time limit.

INGRAM

1210 INGRAM DRIVE
CHAMBERSBURG, PA. 17202

20G2768

CUT ALONG LINES

BE SURE TO INCLUDE THE ABOVE RETURN LABEL ON YOUR CARTON

STOCK STATUS CODES

CANC - Canceled
FTR - Future Release-Waiting for On-Sale Date
NOP - Not Our Publication
NYR - Not Yet Received
N/S - Not Stocked
OP - Out of Print
OSI - Out Indefinitely at Publisher
OS - Out of Stock at Publisher
O/S - Out of Stock at Ingram
PPD - Postponed
PTO - Print-To-Order, title shipping separately
REM - Remaining
SLSH - Slash
S/W - Secondary Warehouse
UNAV - Unavailable
1SRC - One Source

PROBLEM CODE

1. DAMAGED - (initially received in damaged condition)
2. TITLE CODE ERROR - (incorrect title ordered)
3. PULLING ERROR - (Please specify title received and title billed)
4. SHORTAGE - (Please indicate number of cartons received)
5. QUANTITY ERROR - (Please indicate number of cartons received)
6. CARTONS DAMAGED OR LOST IN TRANSIT - (Call Customer Service Immediately)
7. CARTONS RECEIVED THAT WERE NOT ORDERED - (Call Customer Service Immediately)
8. OTHER - (Please explain)_____
9. DEFECTIVE (Please describe)_____

OTHER ABBREVIATIONS

B (In BO Column) = Backorder
IPS = From Ingram Publisher Services

ACTION CODE

A. Title being returned
Please credit my account

B. Title being kept
Please credit/bill my account

C. Shortage
Please credit my account

D. Title not billed, no credit due

Please fill in appropriate boxes for proper credit. Please list the item(s) returned and use the appropriate problem code and action code, as stated above
You MUST list the TITLE CODE OR ISBN to receive proper credit.

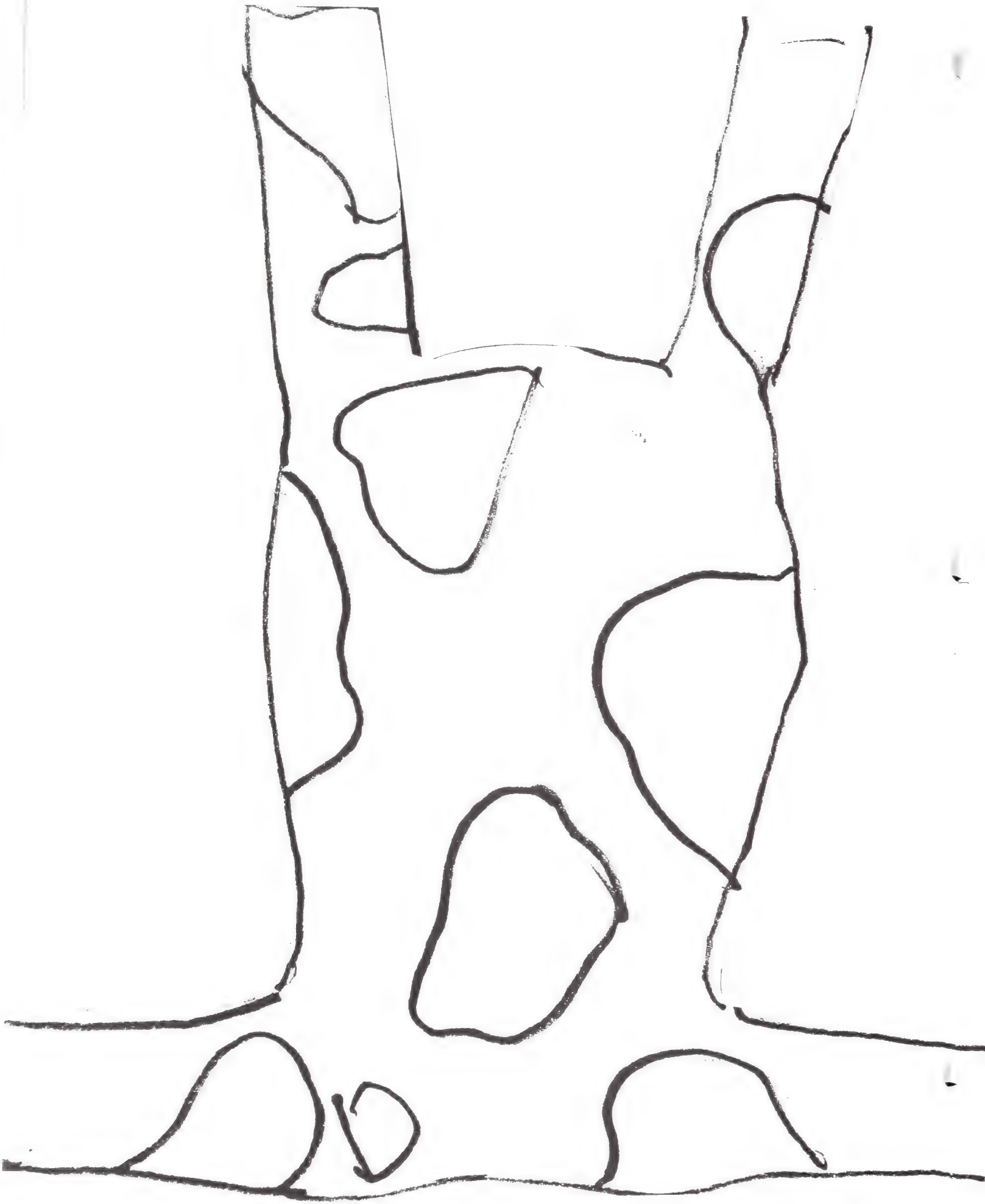
DATE OF RETURN	YOUR CLAIM OR P.O. NUMBER	SHIP TO OR ACCOUNT NUMBER

QTY ORDERED	QTY RECEIVED	QTY SHORT	QTY RETURNED	TITLE	TITLE CODE OR ISBN	LIST PRICE	DISCOUNT	PROBLEM CODE	ACTION CODE

Include the form in your return carton. Return the carton to the warehouse on the label. Affix our return label (located at the top right hand corner on the same side of this packing list) to the carton containing this form and indicate the number of cartons being returned. Returns must be Prepaid.

Adjournment: There being no further business the meeting adjourned at 8:30 PM.

A Good Credit Score is 700 or Above. See yours in just 2 easy steps!



Boylston Public Library
695 Main St.
Boylston, MA

Board of Trustees Meeting
February 11, 2009

Motion for Board of Trustees Vote:

Whereas the Boylston Public Library Board of Trustees wish to improve the usefulness, efficiency and attractiveness of the Boylston Library, and,

Whereas there is substantial public support for the retention and use of the present building as the public library, and,

Whereas the present prospect of expanding the library on this or the Hillside site is low because of economic circumstances, the potential local property tax impact of planned school improvements, and the ineligibility of the Town to participate in the state Public Library Construction Program before 2021 and then not until such a program is funded,

Therefore it is moved that this Board shall commit the future of the Boylston Library to 695 Main St and confine fund-raising towards the maintenance, restoration, renovation, and potential future expansion of this location.

Boylston Public Library
695 Main St.
Boylston, MA

Board of Trustees Meeting
February 11, 2009

Motion for Board of Trustees Vote:

Whereas the Boylston Public Library Board of Trustees wish to improve the usefulness, efficiency and attractiveness of the Boylston Library, and,

Whereas there is substantial public support for the retention and use of the present building as the public library, and,

Whereas the present prospect of expanding the library on this or the Hillside site is low because of economic circumstances, the potential local property tax impact of planned school improvements, and the ineligibility of the Town to participate in the state Public Library Construction Program before 2021 and then not until such a program is funded,

Therefore it is moved that this Board shall commit the future of the Boylston Library to 695 Main St and confine fund-raising towards the maintenance, restoration, renovation, and potential future expansion of this location.

mtg Notes - BOT 2/11/09

ST
DB
RR
BB

CTC: 7:04. Minutes 1/17/09 + 2/4/09. MSP / MSP
Look ST for on motion

JT
NC

carries PC
No Treas rpt
Budget Status
Dir Rpt → ST to Pam in advance

SB - Email review of 2/4 mtg + disc, Randy Wheeler, S. Turnbull w/ BB+RR Videoed Sections 2/4/09
→ w/ Pam's writing/Band. Meeting for Explosion, 10:00 [NC 2/6]
2/23 9:30 am for

Look Channel 8 youtube.
→ Email historic pictures for Randy's video
→ Feb 25 Fdn mtg 7:45 for BB presentation to join BC of Dirs of Fdn

NB

Resolution (written) Disc. change "fund raising" to "development".
this motion is by BB, not a formal reco of UPC, though it is from consensus.
JT: Fdn wants to direct its annual appeal to some improvement to facility with your
BB - shall proceed w/ UPC mtg to get on archt/eng for analysis.
moved the amended on "development" 2nd MSP
moved the written motion, MSP
moved for BOT permission to solicit archt and/or eng srvcs. Steve Brown
ST - what to do? BB - archt who can define + quote a 'project'
high level (not detailed) design. Need dwgs, MDA Scope of
work/disc. goals & project. then get archt respos. ST - BOT
wants to see scope before solicitation & archt.
MB BOT direct UPC to Prepare Scope & work for BOT review prior to
archt/eng solicitation.

If Fdn mtg, ask for participation from Fdn.
what about Hillside site? Not to give it up + things change
Issues on Revolving Fund - disc. $ could use in addition by Fdn Comm. could raise fees?
Do letter

The Collings Foundation – Wings of Freedom Tour
Phone 978-562-9182
Fax 978-568-8231
www.collingsfoundation.org

email– hchaney@collingsfoundation.org with questions, comments or need further information

For Immediate Release

The Collings Foundation hosts:

Battle for the Airfield

October 11th and 12th, 2008

A World War II reenactment unlike any other in the world. Collings Foundation, Stow MA.

Picture this:

….An undercover French Resistance Fighter met with the Allied Forces and showed the exact coordinates of the German encampment. The night before an elite German force over took a small grass airstrip just a few hundred feet away. The Allied Forces had to gain control of this airfield so they could fly in much-needed supplies. - It was going to be a tough fight.

There were German machine gun nests set up all over the camp perimeter and the dreaded 88mm Cannon was pointed to the sky waiting for the Allied bombers to fly overhead. Another menace was the German Stuka Dive Bomber aircraft lurking in the sky. The Allies knew they needed a lot of firepower. The commanding officer called in two tanks (a Sherman and Chaffee), troop carriers, jeeps, lots of ammo and a M16 half-track with quad mount .50 caliber machine guns. Over forty Allied troops made their way through the forest hoping to surprise the Germans. – Just when they were getting ready to attack - a German Fiesler Storch reconnaissance aircraft spotted the troops! They opened fire on the Storch, but it was too late. The plane made a quick turn from a practical standstill and landed at the German camp. The pilot alerted the German unit of the advancing Allies. The Allied soldiers knew – it was now or never!

How will the battle end? Will the Allied troops be able to gain control of the airfield and further their advancement? You will have to be here to find out. The Collings Foundation will host a Living History event you will never forget. You will be able to see original equipment from WWII in action. Everything from the cooking utensils to M1 rifles is original. The only event of this type - *in the world.* – Don't miss it!

WHERE: The World War II reenactment will be held at the Foundation's Headquarters: 137 Barton Road, Stow MA. For a detailed map go to: www.collingsfoundation.org/directions

WHEN: The World War II takes place over the weekend of October 11th and 12th: 8:30 AM to 4:30 PM. Gate fee is $15 for adults and $10 for children 12 years and younger. Reenactments will occur at 11:00 AM and 3:30 PM both Saturday and Sunday

WHO: The Collings Foundation is a 501c3 non-profit educational foundation devoted to organizing "living history" events that allows people to learn more about their heritage and history through direct participation. In addition to a large collection of vintage automobile and aircraft, the foundation operates the Nationwide WINGS OF FREEDOM TOUR, which is in its 19th year and visits an average of 110 cities in over 35 states annually. Since its start, tens of millions of people have seen the B-17, B-24, B-25 and P-51 living history display at locations everywhere. The WINGS OF FREEDOM tour is one of the most extraordinary and unique interactive traveling historical displays of its kind

For further information e-mail Hunter Chaney, Director of Marketing: hchaney@collingsfoundation.org or call 978.562 9182

Media Site: visit: http://www.collingsfoundation.org/media for further detailed information on the Collings Foundation, and the tour as well as high-resolution photos for download.

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Wednesday, February 4, 2009

Attendees: Brad Barker, Richard Reardon, Susan Therriault and Nick Langhart, director. Foundation members: Persis Hamilton, Maureen Rafferty Linell and Sarah Scheinfein.

Call to Order: Chair Susan Therriault called the meeting to order at 7:02 p.m. Minutes approval, correspondence, treasurer's report and director's report were not called for.

The Chair called upon Brad Barker, chair of the Library Planning Committee. He had requested this meeting to gather the views and opinions of the Foundation and Friends of the Library members regarding a proposal to limit efforts to expand library services and improve the library facility to the present building rather than waiting years for the opportunity to build a new building at the Hillside site. Brad distributed two handouts, "The Potential of Boylston's Historic Library" giving the LPC mission statement, a list of needed internal improvements, some views of the renovated Oakham Library and an itemized rationale for investing in the present building, and "Oakham Library Highlights", 12 pages and 27 photo reproductions detailing the modifications, new areas and restored spaces at Oakham's library, the result of 10 years effort.

Brad listed reasons not to consider Hillside further: the proposed project was voted down last March, Boylston cannot receive state assistance with new construction until at least 2021, there is no justification for an expansion to three times the present space based on the rate of Boylston's population growth and the near build-out of available land, community meeting facilities are available at the Town House and at Tahanto, and there is substantial public sentiment for retaining the library in the traditional town center. In making improvements here, we could focus on the library's existing strengths, eg, the children's collection and the adult A/V holdings, and encourage the use of surrounding libraries for use of specialized collections and in-depth reference. The Oakham Library renovation has demonstrated that substantial improvements can be accomplished for around $600,000 when done in stages over a long period. Not only could many parts of the library be more efficiently used but the public would be gratified to see improvements on this site. A project could be staged over 5-8 years, asking the Town to fund items such as heating replacement, electrical upgrades and ADA and code compliance while we seek grants and contributions to fund improvements in library services.

In the discussion that followed, the retention of the Hillside site was considered, the need for and ways to pay for architectural/engineering services was discussed and the need to show some immediate improvements while also creating a longer range plan emerged as the consensus.

Sarah Scheinfein's view of the community's desire was to see the library stay in the center, (Hillside is still thought by many to be difficult to access), be asthetically

I.5. Deleting all patron records from the previous year

To remove all patron registration records from previous year(s), use the *Clear All Records (Including Patrons)* in the program's setup (only available to *Administrator* level users accessed via *System Maintenance → Edit Program Setup*). Click this button to remove all patrons' program-specific records and the patrons' registration records for the selected program. Do this for the prior years' programs to remove all the patrons for each program. After finishing go to *System Maintenance → Patron Registration Information*, make sure all search criteria is clear and click on the *Go* button. This returns all remaining patron registration records still in the database. Theoretically, as long as all program information (i.e., registrations, logging, prizes, random drawing history, etc.) has been deleted, most, if not all, patron registration records should have been deleted. However, it is possible to delete patrons' program-specific information and have patron registration records remain. To remove all remaining patron registration records, click on the *Delete All Unregistered Patrons* button.

> **Note**: *Enable the 'Allow Bulk Deletion of Patron Records' setting in 'System Settings' to have the 'Clear All Records (Including Patrons)' button displayed in the program setup.*
>
> *To keep one or more programs in tact and delete all other patron records, use the same procedure described above but do not delete any thing from the programs that are to remain in tact.*

I.6. Removing duplicate library card numbers

Removing duplicate card numbers is necessary to use *Library Card Number* as the *Required Login Type*. Run the *Duplicate Library Cards* report to get a list of duplicates. This report displays the number of duplicates and the library card number(s). Go to *System Maintenance → Patron Registration Information* and copy the duplicate library card number into the *Library Card Number* search field. If this field is not configured in the *Quick Search Configuration*, use the *Advanced Search* button to get to this field. Click on the *Go* button to return all the records with the duplicate library card number. Either edit the library card number to something unique to other card numbers or delete the duplicate(s) until only 1 remains. Continue this procedure until all duplicates have been removed.

I.7. Make the program available on the patron home page

The appearance of programs on the patron home page is controlled by several settings. First and foremost the *Active* setting must be set to *Yes* in order for the program to appear on the patron home page. *Patron Registration* and/or *Patron Logging* must be enabled and the associated start/end dates must fall within the current date. The program also appears on the patron home page if the *Home Page On* setting is enabled. This setting is only applicable if both *Patron Registration* and *Patron Logging* are disabled. If none of these conditions are met the program does not appear on the patron home page and cannot be accessed by the public.

improved, and that any project cost very little. And there is some frustration regarding the lack of automated book circulation.

Consideration was given to what level of renovation would trigger a full ADA compliance review, such as application for an elevator permit or BOH approval for accessible bathrooms with a new septic system and leaching field. Major renovation will concentrate in gaining space on the lower level perhaps by relocating the director's office, furnace room/oil tank and electrical service. At the outset, we will need professional consultation regarding the best placement of these needs and retention/removal of the vault - even if they cannot be done right away.

All recognized that in order to initiate any fund-raising, there must be a plan of activity with costs agreed upon. Sue and Brad thanked the Foundation members for their thoughts and suggestions.

The meeting was adjourned at 8:06.

Respectfully submitted,

Nick Langhart, director

APPENDIX I: TIPS AND TRICKS

I.1. Linking to a program's registration page

To provide a link directly to a program's registration page, navigate to the home page and select the program's tab. Click on the program's *Sign Me Up* button to navigate to the program's registration page. Copy the URL in the browser's address bar to use as the URL for the link and append the program's ProgramID to the URL.

Example:
http://evanced.info/evanceddemo/sr/programregmaint.asp?ReturnPage=homepage.asp?PreviewMode=:&Mode=New&ProgramID=35

I.2. Additional parameters for the home page

Use the *hidetabs* parameter to hide all other active program tabs other than the program that is passed in. Use the program's ProgramID in the URL to select the desired program.

Example: http://evanced.info/evanceddemo/sr/homepage.asp?ProgramID=35&hidetabs=1

I.3. Additional parameters for the registration page

If directly linking to the program's registration page from your library's home page, there are two parameters that can be used to direct the patron's navigation. These parameters should only be used when programs have patron registration enabled and patron logging disabled. The *Home* parameter can be passed in to be used to set the location the patron returns to when they click on the 'Back' button on the registration page. The *Away* parameter can be passed in to be used to set the location the patron is directed to after successfully registering for the program.

Example:
http://evanced.info/evanceddemo/sr/programregmaint.asp?ReturnPage=homepage.asp:&Mode=New&ProgramID=35&Home=http://www.evancedsolutions.com&Away=http://evanced.blogspot.com

I.4. Deleting patron records from a program

When using the *Clear All Records* button in the program's setup (available only to *Administrator* level users accessed via *System Maintenance → Edit Program Setup*), only the program-specific information is deleted such as the patrons' log records, record of prizes awarded and random drawing history. The patrons' registration records are retained in this process. The reason that the patron registration records are retained is for ease of registration for future programs or they may be registered in other program(s). To remove the patron registration records from the program use the *Clear All Records (Including Patrons)* which is only available to *Administrator* level users. This removes all the patrons' program-specific information as well as the patron registration records for this program. If patrons are registered for any other programs they are not deleted.

Note: *Enable the 'Allow Bulk Deletion of Patron Records' setting in 'System Settings' to have the 'Clear All Records (Including Patrons)' button displayed in the program setup.*

ST
DE
BB

JT
Filomen
MRL
SS Agnew

Trustees Meeting Notes 2/4/09

special meeting

7:02 To advise Views from Foot Find's re: meeting about development + assignments of easements within Hunt Hillside. 2 handouts, "The Potential of Brighton's Hilltop Library" + "Cabbage Library Highlights" to emphasize this site within Town bound need.

- 12 yrs away from HBSLC help
- Hillside voted on
- No need for any till based on population + build-out
- community mtg places exist, Talmudo, TH, etc
- keep like the old site location

BB proposing use stay low + pave on CR, A/V. Use of ~~existing~~ surrounding libs as informal gathering. Potential shown by the Cabbage donation.

- we could do a donor for "Cabbage" within Town 5 million
- do by stages
- use spaces better than now
- public computer pods/spaces etc

Financed.

Mtg
AA
Electrical
Code compliance

} Town to pay

5-8 yrs Cabbage

WINGS OF FREEDOM TOUR
THE COLLINGS FOUNDATION

The Collings Foundation – Wings of Freedom Tour
Phone 978-562-9182
Fax 978-568-8231
www.collingsfoundation.org

email– hchaney@collingsfoundation.org with questions, comments or need further information

For Immediate Release

The Collings Foundation hosts:

Battle for the Airfield

October 11th and 12th, 2008

A World War II reenactment unlike any other in the world. Collings Foundation, Stow MA.

Picture this:

….An undercover French Resistance Fighter met with the Allied Forces and showed the exact coordinates of the German encampment. The night before an elite German force over took a small grass airstrip just a few hundred feet away. The Allied Forces had to gain control of this airfield so they could fly in much-needed supplies. - It was going to be a tough fight.

There were German machine gun nests set up all over the camp perimeter and the dreaded 88mm Cannon was pointed to the sky waiting for the Allied bombers to fly overhead. Another menace was the German Stuka Dive Bomber aircraft lurking in the sky. The Allies knew they needed a lot of firepower. The commanding officer called in two tanks (a Sherman and Chaffee), troop carriers, jeeps, lots of ammo and a M16 half-track with quad mount .50 caliber machine guns. Over forty Allied troops made their way through the forest hoping to surprise the Germans. – Just when they were getting ready to attack - a German Fiesler Storch reconnaissance aircraft spotted the troops! They opened fire on the Storch, but it was too late. The plane made a quick turn from a practical standstill and landed at the German camp. The pilot alerted the German unit of the advancing Allies. The Allied soldiers knew – it was now or never!

How will the battle end? Will the Allied troops be able to gain control of the airfield and further their advancement? You will have to be here to find out. The Collings Foundation will host a Living History event you will never forget. You will be able to see original equipment from WWII in action. Everything from the cooking utensils to M1 rifles is original. The only event of this type - *in the world.* – Don't miss it!

WHERE: The World War II reenactment will be held at the Foundation's Headquarters: 137 Barton Road, Stow MA. For a detailed map go to: www collingsfoundation.org/directions.

WHEN: The World War II takes place over the weekend of October 11th and 12th 8:30 AM to 4:30 PM. Gate fee is $15 for adults and $10 for children 12 years and younger. Reenactments will occur at 11:00 AM and 3:30 PM both Saturday and Sunday

WHO. The Collings Foundation is a 501c3 non-profit educational foundation devoted to organizing "living history" events that allows people to learn more about their heritage and history through direct participation. In addition to a large collection of vintage automobile and aircraft, the foundation operates the Nationwide WINGS OF FREEDOM TOUR, which is in its 19th year and visits an average of 110 cities in over 35 states annually. Since its start, tens of millions of people have seen the B-17, B-24, B-25 and P-51 living history display at locations everywhere. The WINGS OF FREEDOM tour is one of the most extraordinary and unique interactive traveling historical displays of its kind

For further information e-mail Hunter Chaney, Director of Marketing: hchaney@collingsfoundation.org or call 978.562.9182

Media Site visit: http //www.collingsfoundation org/media for further detailed information on the Collings Foundation, and the tour as well as high-resolution photos for download.

JT – what's the role of Hillside? BB – no action needed.
– from benefit in viewing on decision on public access improvements here.
BB: we need some architectural screen on Vault & store room grouping.
– what is possible? – for a long-range plan.

ST use $ for archit screen – fiber, other grants.

JT – Town says "any key would", or "no bldg improvements" – shifting patterns
– repeating SS. If you staged work, but not guaranteed by CR, adults, kids
JT – Divorce of "students" – is the something that shows. Maybe both together/or
please write. Yours – the may be calling to help of "county report" –
but insurance.

SS – People want class libs in the center, won't it spiffed up. Ask for lots less. Frustrated
by lack of automation. Hillside screen is an issue.

ST – Parking will be an issue if we have more activity. SS – PKG not a concern.

JT – at what point would we be into State regs? BB Cabin staged – slow
process. ADA might be tripped by each event 5 years or 1000 users/system
ST – what do you think Film wants? PH – we do need a study to see if we can do
it possible. JT – what stages do you contemplate? BB We need A/E study all options.
Close in public? wasted space w/ future possibly. upgrade of theater – when we
add the movie entrance?
ST need a plan for any fund-raising application. JT – Foundational appeal
always has a goal. ST – what about the BT hall as

SC6

The Collings Foundation – Wings of Freedom Tour
Phone 978-562-9182
Fax 978-568-8231
www.collingsfoundation.org

email– hchaney@collingsfoundation.org with questions, comments or need further information

For Immediate Release

The Collings Foundation hosts:

Battle for the Airfield

October 11th and 12th, 2008

A World War II reenactment unlike any other in the world. Collings Foundation, Stow MA.

Picture this:

….An undercover French Resistance Fighter met with the Allied Forces and showed the exact coordinates of the German encampment. The night before an elite German force over took a small grass airstrip just a few hundred feet away. The Allied Forces had to gain control of this airfield so they could fly in much-needed supplies. - It was going to be a tough fight.

There were German machine gun nests set up all over the camp perimeter and the dreaded 88mm Cannon was pointed to the sky waiting for the Allied bombers to fly overhead. Another menace was the German Stuka Dive Bomber aircraft lurking in the sky. The Allies knew they needed a lot of firepower. The commanding officer called in two tanks (a Sherman and Chaffee), troop carriers, jeeps, lots of ammo and a M16 half-track with quad mount .50 caliber machine guns. Over forty Allied troops made their way through the forest hoping to surprise the Germans. – Just when they were getting ready to attack - a German Fiesler Storch reconnaissance aircraft spotted the troops! They opened fire on the Storch, but it was too late. The plane made a quick turn from a practical standstill and landed at the German camp. The pilot alerted the German unit of the advancing Allies. The Allied soldiers knew – it was now or never!

How will the battle end? Will the Allied troops be able to gain control of the airfield and further their advancement? You will have to be here to find out. The Collings Foundation will host a Living History event you will never forget. You will be able to see original equipment from WWII in action. Everything from the cooking utensils to M1 rifles is original. The only event of this type - *in the world.* – Don't miss it!

WHERE: The World War II reenactment will be held at the Foundation's Headquarters: 137 Barton Road, Stow MA. For a detailed map go to: www collingsfoundation.org/directions.

WHEN: The World War II takes place over the weekend of October 11th and 12th. 8:30 AM to 4:30 PM. Gate fee is $15 for adults and $10 for children 12 years and younger. Reenactments will occur at 11:00 AM and 3:30 PM both Saturday and Sunday

WHO The Collings Foundation is a 501c3 non-profit educational foundation devoted to organizing "living history" events that allows people to learn more about their heritage and history through direct participation. In addition to a large collection of vintage automobile and aircraft, the foundation operates the Nationwide WINGS OF FREEDOM TOUR, which is in its 19th year and visits an average of 110 cities in over 35 states annually. Since its start, tens of millions of people have seen the B-17, B-24, B-25 and P-51 living history display at locations everywhere. The WINGS OF FREEDOM tour is one of the most extraordinary and unique interactive traveling historical displays of its kind.

For further information e-mail Hunter Chaney, Director of Marketing: hchaney@collingsfoundation.org or call 978.562.9182

Media Site visit: http //www.collingsfoundation.org/media for further detailed information on the Collings Foundation, and the tour as well as high-resolution photos for download

From: Nick Langhart [mailto:nlanghart@boylston-ma.gov]
Sent: Friday, January 09, 2009 3:49 PM
To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); 'Sue Therriault (E-mail)'
Subject: BPL Board of Trustees agenda for January 13, 2009 meeting

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Agenda
for
Wednesday, January 14, 2009

Call to Order

Approval of minutes of December 10, 2008

Correspondence
- Legislative Breakfast announcement for Friday, February 6 (attachment)
- Selectmen: Call for warrant articles for Annual Town Meeting of May 4, 2009 (attachment)

Treasurer's report
- Gift of $100 received from Jean Draper

Budget Status
- We're half way through the fiscal year and OK (attachment)
- Town anticipates 10% reduction in state aid to Towns & Cities

Director's report
- Library had negligible storm damage, closed only 2 days, 12/13 & 12/19
- Closure period went well, systems OK, no patron complaints
- Bar-coded patron cards have arrived

Old Business
- Report on presentation to MBLC to request waiver of decertification, 1/8 (attachment)
- Report from Planning Committee's visit to Oakham P.L., 1/10 → ATTENDING: Brad + Judy, Jean + Sue, Ken + Maureen, Letty R, Rich R, Marsha P, Susan Rettmeier

New Business
- Resolution regarding Intention to Remain at 695 Main Street

Adjournment

Attachments:
- Minutes of meeting of December 10, 2008
- Librarian's report for December, 2008
- Announcement of February 1 Legislative Breakfast
- Call for articles for Annual Town Meeting
- Children's Room report
- Centralities

AT OAKHAM
Sue Trumbull, BOT chair
Phillip Warburton, dirk
Sharon Lowell, dir
Susan Meyer, Bldg Comm cha

(a) The 12 acre site will be developed in phases with compatible business uses served by an interior roadway network presenting an integrated development of connected sites which is superior to individual lots with separate drives accessing Route 140 and 70.

(b) The site meets the design standards applicable to an FBD set forth in Section 15.07 in that drainage complies with MADEP standards, the site is buffered from adjacent residences by a 50 foot no-build buffer as well as adequate screening by dense arborvitae plantings, impervious surface is less than 50% of the lot, loading and service facilities are located in the rear of the building away from public view, and the architectural style of the building provides pleasant aesthetic effect by a mix of building materials and planes.

(c) The parking layout and landscaping standards of Section 15.08 have been met. The parking lot contains adequate number of spaces and there is at least 5% interior landscaping as well as at least 10 feet of perimeter landscaping.

(d) Lighting is proposed as full cutoff lighting with underground utilities in conformance with Section 15.10.

(e) A minimum of 25% of the site will be preserved as undeveloped open space in accordance with Section 15.09.

7. Pursuant to Section 10.03.04 the Board has examined the Boylston Crossing Site Plan and has determined, based upon its review and on the findings set forth above, that the site plan conforms to the procedures for design and submittal of Site Plans and that it has reviewed the plans for conformance with the criteria set forth in Section 10.03.04.

DECISION

At a meeting of the Board on the 18th day of June, 2007, and on a motion duly made and seconded, it was voted to APPROVE the Site Plan and grant the requested Special Permit for Flexible Business Development for the Boylston Crossing development subject to the following CONDITIONS:

1. The Site Plans approved herein are entitled "Boylston Crossing, Route 140 and Route 70," dated June 11, 2006, as last revised April 30, 2007, (10 sheets), prepared by Protec Engineering, Inc., Northborough, MA ("Approved Site Plans"). All construction shall be in accordance with the Approved Site Plans. Any further revisions or deviations from the approved plans required or necessitated due to the requirements of any other permitting authority or circumstances arising during construction shall be submitted to the Planning Board for a determination whether such changes are deemed substantial so as to necessitate further review or modification of the permits granted herein. Applicant shall deliver to the Planning Board an original record set of Approved Site Plans with each sheet appropriately sealed with a raised or embossed stamp by a Registered Professional Engineer accompanied by a written certification of the engineer authenticating the record plans.

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Wednesday, February 04, 2009 12:27 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); 'Sue Therriault (E-mail)'

Subject: BPL: Minutes of Trustees meeting of January 14, 2009

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Wednesday, January 12, 2009

Attendees: Brad Barker, David Bottom, Ken Linell, Rich Reardon, Letty Ridinger, Susan Therriault and Nick Langhart, director.

Call to Order: Chair Susan Therriault called the meeting to order at 7:00 p.m.

Approval of Minutes: The minutes of the Board meeting of December 10th 2008 were approved as presented.

Correspondence: The annual Legislative Breakfast has been announced for Friday, February 6, 2009 at the Millbury Public Library.

The Selectmen have set the Annual Town Meeting for Monday, May 4, 2009. The warrant opens for articles 2/9, closes 3/9.

We may wish to submit an article establishing a revolving fund for library-generated fines and fees.

Treasurer's report: The Treasurer gave the current account balance as $6,927.49. It was moved, seconded and passed to accept the report.

The Board acknowledged the year-end unrestricted gift of $100 from Jean Draper. Susan will send a thank-you note.

Budget status: Nick distributed a chart of operating expenses for the first half of FY'09 showing expenses on schedule.

Discussions with the former Town Administrator indicate an anticipated reduction in FY'10 state aid to towns & cities of about 10%.

Director's report: The library building had no damage in the ice storm of December 11-12 but was closed Friday, Dec. 13.

We were also closed Friday, December 19, due to snow. During the Dec 20 – Jan 6 closure period, all systems were OK; Paula checked regularly.

The 2,100 new patron cards with bar-codes have arrived, a sample was distributed.

Old Business:

De-certification waiver petition: Susan reported that on January 8, she, Nick and Rich attended the January meeting of the MBLC held in Newton. Susan presented our case for a waiver to avoid decertification. We were asked if we would meet the materials expenditure requirement (yes, at 19%) and what collaborative efforts were in place (the town supplies phone, plowing and mowing for the library). There were 12 other presenting libraries. The Commissioners will vote on these requests at their February 5th meeting. Our presentation mentioned our holiday closure, but no one commented on that. Later, we learned that a closure, if done to save money, could jeopardize our certification but since we were closed Dec - Jan, it will be viewed as a holiday closure.

Library Planning Committee: Brad discussed the Committee's visit to the Fobes Memorial Library in Oakham on January 10, a similar facility that has just completed a 10 year renovation project. Attending were Brad, Judy Pugh, Sue and Jean Therriault, Ken and Maureen Linell, Letty Ridinger, Rich Reardon, Marcia Priestley and Susan Petrucci. They met with Oakham's Board Chair Susan Turnbull, Library Building Committee Chair Susan

Meyer, Director Sharon Loricco and Phil Warbasse, the architect from Chenot Associates of Princeton. Their project proceeded with piecemeal repairs (floor reinforcement, site drainage, etc.) until the $½ million Crombie bequest became available (interest only, annually about $35,000). With the architect, they developed plans to finish the basement for the children's room, accessible bathrooms, office space, storage, a circulation desk, a new stair to the main floor and a new entrance from the parking lot. Main floor rooms were given new lighting and paint as well as some additional shelving. A handicapped lift was also installed. Total project cost was estimated at $400,000 and would have been $600,000 without the extensive donation of materials and labor from local businesses, contractors and volunteers. The town contribution over the 10 years was about $150,000 and there was no state assistance. All agreed that the result was a functional, attractive and well designed library.

New Business:

After discussion of these improvements, Brad proposed that the Trustees commit to keeping the library at the present site for 10 years since we are ineligible for state construction assistance until 2021 and that is a sufficient time to realize the benefits of any investments we will make. He also proposed hiring an architect for a feasibility study because we need a long range plan and a thorough structural analysis to see what is possible and to determine costs especially as we consider space rearrangement on the lower level. Jean suggested that the Foundation be consulted about the possibility of reallocating funds restricted to the 2006-7 Hillside building project. After discussion, it was the consensus of the meeting to meet with the Foundation. Sue will contact them to see if the Trustees can attend the Foundation's January 28th meeting to present and discuss a commitment to and improvements for the present library. At the February 11 Trustees meeting, the Board will consider the motion to make a 10 year commitment to the existing building. Consulting with local architects was also discussed.

Adjournment: There being no further business, the meeting was adjourned at 8:37 p.m.

Respectfully submitted,
Rich Reardon, Secretary

Nick Langhart

From: RjReardon1@aol.com
Sent: Monday, February 02, 2009 10:30 PM
To: nlanghart@boylston-ma.gov
Subject: January 14, 2009 minutes

Attendees: Sue Therriault. Nick Langhart, Letty Ridinger, Brad Barker,Ken Linell, Rich Reardon

Call to Order: Sue Theriault called the meeting to order at 7:03 PM.

Approval of minutes: The minutes of December 10, 2008 were approved as presented.

Correspondence: Legislative Breakfast at the Millbury Public Library on February 6, 2009 at 8:00 -9:00 AM.
Nancy Colbert issued a memo noting the time line for articles to be put on the warrant for the Annual Town Meeting on Monday, May 4, 2009.

Treasurer's Report: The library was presented a gift of $100.00 by Jean Draper.
The treasurer's report noted a balance of $6,274.90. ??

Budget Status: Nick reported that we are 1/2 way thru the fiscal year and we are OK.
Joe Connelly anticipates a 10 % reduction in state aid to the Towns and Cities.

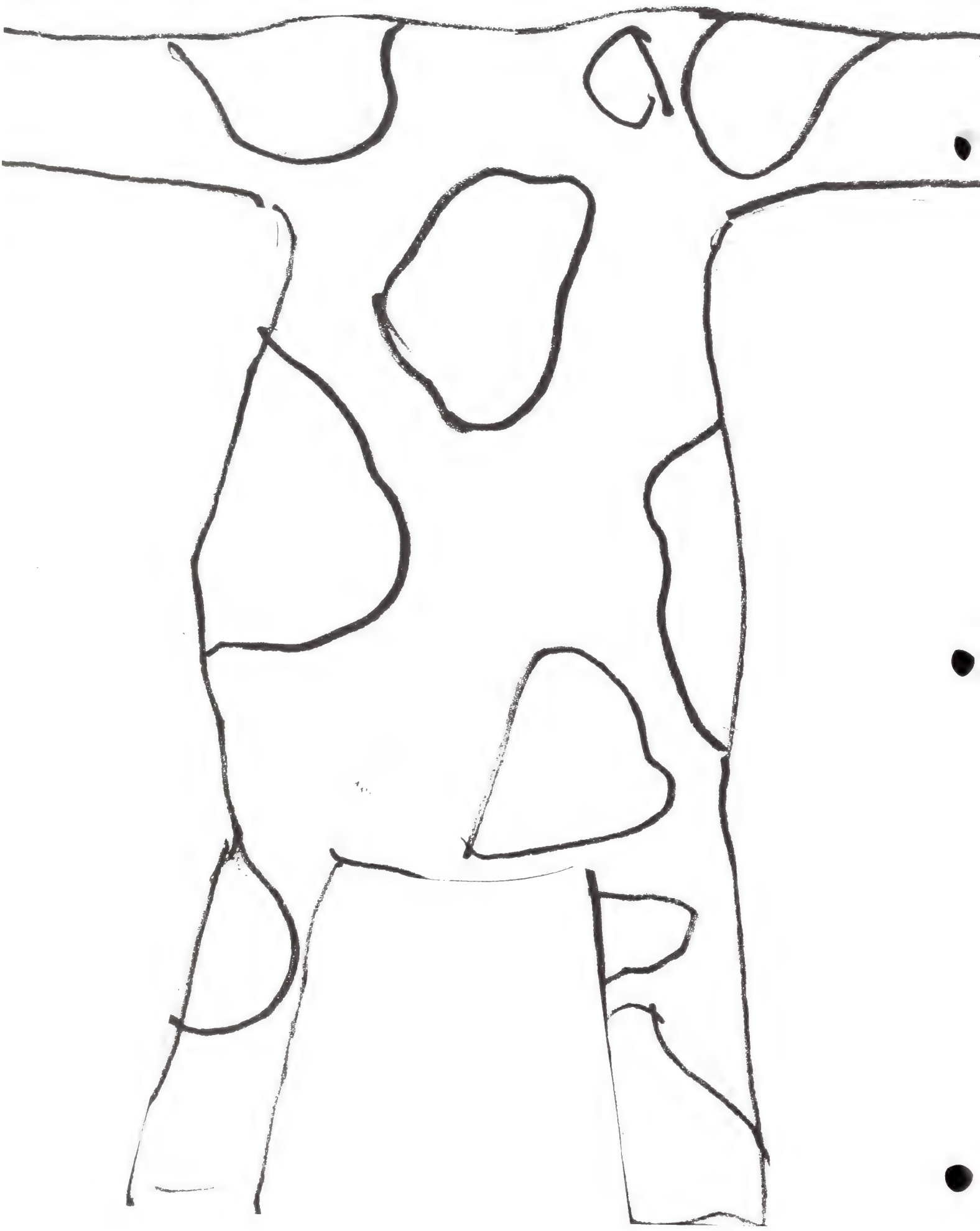
Director's Report: Library had negligible damage during the storm, and closed only for 2 days 12/13 and 12/19.
The library closing over Christmas/ New Year went well, systems were OK, and no patrons complaints.
The bar coded patron cards have arrived.
The appeal of our de-certification should be resolved in February 2009.
Hubbardson library and town offices are in the same building.

Old Business: Sue Therriault gave her paper to MBLC in Newton January 8, 2009 on the appeal of our de-certification. We will know in February the results of our appeal.
On January 10, 2009 the Library Trustees, Friends and Foundation representatives visited Oakham's Library. Their Library is very similar to ours and went thru modifications over 7 years. The result is fantastic what can be accomplished with a building which is so much like ours. This visit made such an impression on all of us, that we can do a similar project with our library.

New Business: We believe that we should stay in our existing location for the next 8-10 years. During this time we should do minor modifications to the library each year or so. The Planning Committee will makes a presentation to the Foundation on what the Trustees are proposing.

Adjournment: The meeting was adjourned at ???

Great Deals on Dell Laptops. Starting at $499.



BOT Meeting Notes

1/14/09

ST
KL
DB
LR
BB
RR
JT
ML

CTO - 7pm Dec items: MSP

Correspo
Legis DRP/F
Permit S/M - decision on Rev Fund?

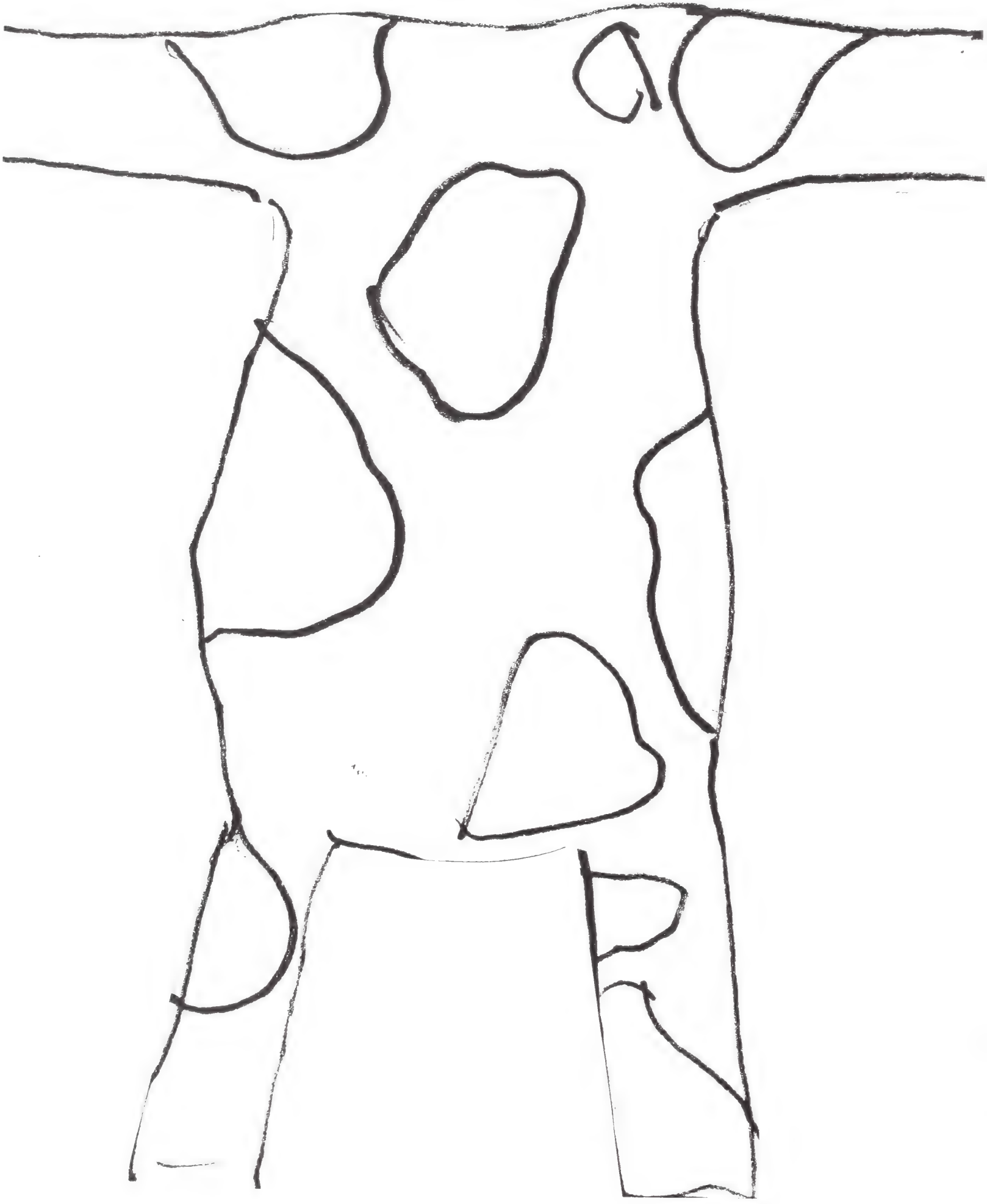
→ Trees to 6927 49 MSP
-Y to Jean Deeper - ST

Dir Rpt

OPS
Rich, ML, ST TO Newton Pl 1/8/09 on MBLC weaver req
remarks - asked about mat exps
- about collaboration -

Decision 2/5/09 meet majority
Disc if can't make closing vs on issue

COBHAM - Brad - placement 10 yrs then ½ million Deposit - £400,000 spent, (£600,000 if market-rate) KL - lighter bldg. Good grad / Dec yrs access, woodwork. Floor support, drainage, fumes. Could we induce Brad trades for our renovation? BB Need a plan in place. LR Wondow still need most, birthday kids use lower entrance. BB they do not have a large collection. ST - Furniture was good. £2,000 (3 installed). 2 bathrooms - req. BB Main floor was lovely decorative, staircase reception. Downstairs was a contractors effect. JT - invisible stairlift was attached, no future notice of it. Heidi noted it is a perpetual, iterative process. Maybe DISC - from Town over 10 years. The bequest was intent-only, £5,000/yr from Cranbrook Trust BB - wants to repurpose. 1) BOT commit 10 yrs to present bldg, improve, if economically, esp disaster, effort to improve during 10 yrs



BOT Meeting Notes

1/14/09

ST
KL
DB
LR
BB
RR
JT
ML

CMO 7th Dec items: MSP

correspo
Legis DRFST
Account 5/4 - de article on Rev Fund?

Fwd

Trees $6927.49 MSP
-LY to Jean Deeper -ST

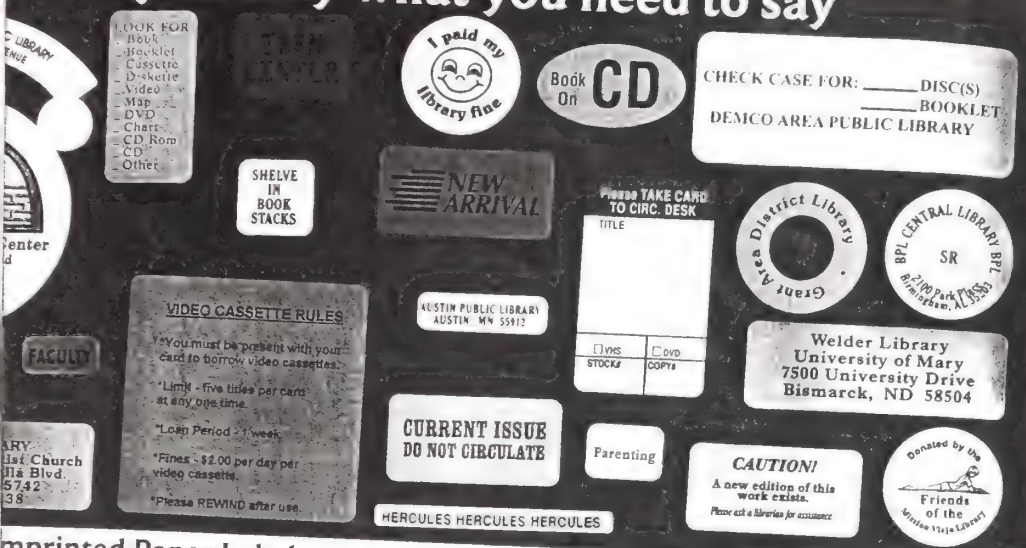
Dir Rpt

OTS Rich, ML, ST to Newton PL 1/8/09 on MBLC weather req
remarks - asked about collaboration -
Decision 2/5/09 MBLC neg mtg
Discuss can I ask Glenna as an issue

as 46,000?

CAKHAM Brad - piecemeal repairs thru 1/2 million Bequest - $400,000 spent, ($600000 if market-rate) KL - lighter bldg. Good grad plans yard access, woodwork. Floor support, drainage, fence. Could we capture local trades for our renovation? BB: Need a plan in place. LR Handicap still need meet, methods/kids use lower entrance. BB they do not have large collection. ST - Elevator was good. $21,000 (3 installed). 2 bathrooms - req. BB Main floor was highly decorative, stained glass reception. Downstairs was a- contractor effort. JT invisible staff attractive, no public restrooms. Health noted it is a requirement, extensive process. Maybe $15K - from Town over 10 years. - the Bequest was intent-only, $35,000/yr from Crombie Trust BB - wants to propose 1) Bot commit 110 yrs to present bldg, improve it somebody, esp disastrous effort to improve during 10 yrs

Say exactly what you need to say



olor Custom Imprinted

s and artwork
otions
ification labels unique to your library
ermanent adhesive
movable adhesive

Labels/ Pkg.	Permanent Product No.	Price	Removal Product
300	P128-1768	$32.99	—
020	P128-2048	34.99	P128-205
980	P128-1769	33.99	P128-177
420	P128-2051	31.99	P128-205
500	P128-1727	34.99	P128-178
060	P128-1760	34.99	P128-178
100	P128-1770	36.99	P128-178

mprinted Paper Labels

et any need
abe stock
s sizes
ct y on the label
and scratches and ma ntain readability
anent pressure-sensitive adhesive

3 DAY QUICK SHIP

ne same size and design

ARC LABEL	Price/Roll 2	6+
rc:	$27.49	$26.69

OVAL LABEL	Price/Roll 2	6+
	$23.59	$22.89

CD	Price/Roll 2	6+
d	$33.99	$32.99

ULAR	Price/Roll 2	6+
	$22.19	$21.54
	22.49	21.84
	22.49	21.84
	23.49	22.79
	24.99	24.24
	24.99	24.24
	25.79	25.04
	37.99	36.84

UARE	Price/Roll 2	6+
	$23.49	$22.79
	23.49	22.79
	25.79	25.04
	38.99	37.84
	38.99	37.84

RECTANGULAR

Product No.	HxW	Price/Roll 2	6+
P805316	¼"x2¾"	$22.24	$21.59
P805307	7/16"x7/8"	22.14	21.49
P805298	7/16"x1½"	22.49	21.84
P805305	½"x1"	22.14	21.49
P805315	9/16"x2½"	27.49	26.69
P805308	⅝"x⅞"	22.14	21.49
P805312	⅝"x1¼"	22.04	21.34
P805306	⅝"x2½"	27.49	26.69
P805309	¾"x1"	23.54	22.84
P805313	¾"x1⅜"	23.54	22.84
P805299	¾"x3"	30.04	29.19

Product No.	HxW	Price/Roll 2	6+
P805318	1"x1⅜"	$24.89	$24
P805310	1"x1½"	24.89	24
P805567	1"x2"	26.34	25
P808557	1"x2½"	27.44	26
P805311	1"x3"	31.24	30
P808554	1⅛"x1½"	24.09	23
P805319	1¼"x3⅜"	32.54	31
P805568	1½"x2½"	28.79	27
P805565	1½"x3¾"	32.54	31
P805322	2"x3"	35.04	34
P808553	3"x½"	29.44	28

Minimum order: *Please order minimum of 2 rolls of the same size and design. Other label sizes (up to 3"x3") can be created. Please call for price quote and die charge.*

Label Stock available in matte or gloss finish:
When writing directly on label, a matte finish is recommended

Ordering Instructions

Please photocopy this form, fill out and include with your order. For reorders, please include a sample. When ordering by phone, please specify your choices for the following options.

1 **Product Number:**_____
Label Size: _____

2 **Quantity:** _____
Minimum: 2 rolls of the same size and design (500/roll)

3 **Label stock color** (see selection at left) _____

Label stock finish (circle one) Glossy or Matte

NOTE: When writing directly on label, a matte finish is recommended. If no finish is noted, glossy will be sent.

4 **Ink color** (circle one) BLACK BLUE GREEN RED

5 **Lettering** (circle one): **Bold** or Standard

(circle one) Upper/lower case or ALL UPPER CASE

6 **Logo or special typestyle included** (circle one) Yes or No

NOTE: Please provide artwork according to specifications on page 29.

Plate Charges

1. Standard lettering no charge
2. LOGO a one-time charge **(P128-8879)** of $30 will be added to your first order. On reorders, no charge will be added if a sample and reference number is provided.

Requirements when submitting y design for Custom Imprinted labe

For Type:

1. Choose from **Bold** or Standard
2. Choose from Upper/Lower Case or ALL UPPER CASE
3. Choose from different fonts, call for more information
4. Please provide a rough draft and indicate colors to be used and their placement

For Artwork:

One time setup charge for first order only **128-1523** $55.00

1. DEMCO Library-related Logos
DEMCO Library-related Logos shown on p. 385 are available your label. Call for more information.

2. Subject Classification Labels
Artwork from DEMCO's Subject Classification Labels shown is available. Call for more information.

Foil acts as a barrier, preventing adhesive permeating through label

DEMCO® Custom Imprinted Foil-back Labels

- Labels conform around curved edges and adhere to any surface
- Non-yellowing, acrylic-based permanent adhesive provides a secure hold
- Opaque labels completely cover previously labeled material
- White label stock with a non-glare finish
- 4 ink colors and many lettering and size options
- 500/roll
- See Order Form at left for ordering
- Minimum order 2 rolls of the same size and design

FedEx Ground WI.

Product No.	CD	Price/Roll 2	6+
P128-1680	[illegible] Record	$35.29	[illegible]

Need it fast? Lo

2) move on getting on architect - feasibility design - structural analysis lower floor bearing w core as want more headroom. Archit or Eng needed. Also - the vault - is it critical to support? For analysis that we could use over time. To tell us about options - PG&E needs to relocate the gas line. Also the heating system + location of it. JT - talk to Tim Farr about switching over the committed funds from Hillside.

ST - Disc of commitment to 695? No more funds till 2012. Looks like to focus center of town site. DB: Do we need an audit for p/g, plaster repairs, carpet fix? Need to make choices now to direct future work.

JT - Farr to direct - approach to be committed to specific visible-library improvements. LR: Need an audit to answer questions we have. BB - won't want to waste it.

ST - the 10 yr commitment questions; consult the Fair at their mtg Jan 2 & 15th Wednesday. tok.

→ Bart to Agenda Feb on the commit decision - after talks w Tim.

BB - Archit needed to tell us what we can do - Jonathan Richmond? Jerry Serino? (KL)
Still need a 10 year commit in Feb. then call JR. GERALD SARNO

837 Adj

Randy Wheeler, working for a Monday in Oakhan to video - for local cable

Jan 26?

DEMCO ORDER FORM

• Please photocopy this page for multiple for

1 Ship To

Customer Number 8105207446
Please enter a mailing code for your customer number

Name _____
Please Print

Title _____ Dept _____

Organization _____

Street* _____ Mail Code P2003
* We cannot ship to a P.O. Box. Please supply a street address.

City _____ State _____ Zip _____

Daytime Phone ( ) - FAX ( ) -

E-mail _____ ☐ Check if you prefer not to receive e-mail updates on DEMCO specials and promotions

Bill To (Fill in only if different than "SHIP TO" Address)

Ordered by _____

Organization _____

Street _____ Mail Code _____

City _____ State _____ Zip _____

Daytime Phone ( ) - FAX ( ) -

E-mail _____ ☐ Check if you prefer not to receive e-mail updates on DEMCO specials and promotions

Tax Exempt Number _____
Please provide a copy of your exemption certificate

Contract Number if Applicable _____

2 Method of Payment (No C.O.D.s please)

☐ PURCHASE ORDER
P.O. # _____ Date _____
Authorizing Signature _____

☐ CONFIRMING ORDER

☒ BILL EXISTING ACCOUNT

☐ OPEN NEW ACCOUNT (See Page 1035)

☐ CHECK ENCLOSED Prepaid Orders _____ $ _____

☐ CREDIT CARD (Fill out information to the right)

☐ Mastercard ☐ American Express ☐ SmartPay (Federal) ☐ Open New Acc
☐ VISA ☐ Discover ☐ Bill Existing Account

Account Number _____ Expiration Date _____

Cardholder's Organization (if applicable) _____

Cardholder's Name (Please Print) _____

Authorizing Signature _____

Street or P.O. Box _____ Cardholder's billing address required—must match card

City _____ State _____ Zip _____

3

Product Number	Description	Qty	Unit: Ea. Pkg. Box	Size, Style or Color	Unit Price	Total Sale
P [illegible]	[illegible]	4				
P [illegible]	[illegible]					

4 To best serve your delivery needs check 1 or more boxes below

For Stock Items (Check for Rush Delivery)

☐ Overnight delivery
**Extra charges will apply, call 800-356-1200 for details.*

Sales taxes vary by state and will be calculated when applicable

Shipping charges will be prepaid and added to your invoice

For Items Shipping by Truck (Check for Required Services)

☐ Inside delivery
☐ Limited Hours for delivery ____ to ____
☐ Is a loading dock available ☒ No, I need a Lift Gate
☐ Call before delivery

Contact Name _____ Contact Number _____

**Extra charges may apply for these services, call 800-356-1200 for details.*

Subtotal	
Sales Tax Where applicable	
Shipping & processing charges See Page 1035	
Total	

Thank you!

100% Satisfaction Guaranteed! Period.

DEMCO, Inc., P.O. BOX 7488, Madison, WI 53707-7488

800•356•1200
demco.com

24-hour FAX
800•245•1329
International FAX
608•241•1799

International Orders
608•241•1201
international@demco.com

Quantity Bids
800•462•8709
quote@demco.com

Customer Service
800•962•4463
custserv@demco.com

2008

Announcing

Christmas Crafts
for school aged kids!

3:15 p.m. December 9

at South Worcester Branch Library

705 Southbridge Street
Worcester, MA 01610
799-1723

Pre registration is required.

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Agenda
Wednesday, December 10, 2008

Call to Order

Approval of minutes of November 12, 2008

Correspondence
MBLC meeting to present waiver request will be in Boston Thursday, January 8th, 2009 at 10:a.m.

Treasurer's report

Budget status
Met with Town Administrator Nov. 19th to present & review preliminary FY'10 'level service' budget submission.

Director's report
Judy's broken wrist (not work-related) occurred Nov 22nd; she returned to work Dec. 2nd.
The Foundation's gift of 11 Great Courses DVD sets is processed and ready to circulate.
Attended CMRLS intro seminar on Long Range Planning Dec. 2nd at Boxborough P.L.
Banner notified of Dec – Jan closing period.
New bar-coded patron cards order is complete (paid in FY'08); will arrive in January.
New DVD/video loan policy is working well.
Thank you to Friends for library holiday decorations; party to be Dec. 13th, 11-1 p.m. in library.

Old Business
Report from Library Planning Committee

New Business

Adjournment

Attachments:
Minutes of meeeting of November 12, 2008
Librarian's report for November
Children's Room report
Centralities

HASSLE FREE FORM FOR BOOK AUDIO
DISCREPANCY RETURNS/REPORT

BOYLSTON PUBLIC LIBRARY
BMAP/PICTURE BOOKS
695 MAIN ST
BOYLSTON, MA
01505 1408

All discrepancy returns MUST be accompanied by this form and MUST be returned within 30 days from date of this packing list. When you are reporting discrepancies rather than returning a product, i.e. ... shortage, discount errors, etc. ... send this form to Customer Service. Be sure the discrepancy return/report listed on this form concerns the titles on previous page(s), since a copy of the appropriate packing list must accompany a Hassle Free return. If you are unable to send this packing slip or a copy, please contact Customer Service. RETURNS RECEIVED THAT DO NOT FOLLOW THE ABOVE INSTRUCTIONS WILL BE RETURNED TO YOU AT YOUR EXPENSE. Defective Book and Audio Products are an exception to above instructions. Returns for these products do not require a proof of purchase and are not restricted to a time limit

INGRAM

1210 INGRAM DRIVE
CHAMBERSBURG, PA. 17202

20G4775

CUT ALONG LINES

BE SURE TO INCLUDE THE ABOVE RETURN LABEL ON YOUR CARTON

STOCK STATUS CODES

CANC - Canceled
FTR - Future Release-Waiting for On-Sale Date
NOP - Not Our Publication
NYR - Not Yet Received
N/S - Not Stocked
OP - Out of Print
OSI - Out Indefinitely at Publisher
OS - Out of Stock at Publisher
O/S - Out of Stock at Ingram
PPD - Postponed
PTO - Print-To-Order, title shipping separately
REM - Remaining
SLSH - Slash
S/W - Secondary Warehouse
UNAV - Unavailable
1SRC - One Source

PROBLEM CODE

1. DAMAGED - (initially received in damaged condition)
2. TITLE CODE ERROR - (incorrect title ordered)
3. PULLING ERROR - (Please specify title received and title billed)
4. SHORTAGE - (Please indicate number of cartons received)
5. QUANTITY ERROR - (Please indicate number of cartons received)
6. CARTONS DAMAGED OR LOST IN TRANSIT - (Call Customer Service Immediately)
7. CARTONS RECEIVED THAT WERE NOT ORDERED - (Call Customer Service Immediately)
8. OTHER - (Please explain)_____
9. DEFECTIVE (Please describe)_____

OTHER ABBREVIATIONS

B (In BO Column) = Backorder
IPS = From Ingram Publisher Services

ACTION CODE

A Title being returned
Please credit my account

B Title being kept
Please credit/bill my account

C Shortage
Please credit my account

D. Title not billed, no credit due

Please fill in appropriate boxes for proper credit. Please list the item(s) returned and use the appropriate problem code and action code, as stated above. YOU MUST list the TITLE CODE OR ISBN to receive proper credit

DATE OF RETURN	YOUR CLAIM OR P.O. NUMBER	SHIP TO OR ACCOUNT NUMBER

QTY ORDERED	QTY RECEIVED	QTY SHORT	QTY RETURNED	TITLE	TITLE CODE OR ISBN	LIST PRICE	DISCOUNT	PROBLEM CODE	ACTION CODE

Include the form in your return carton. Return the carton to the warehouse on the label. Affix our return label (located at the top right hand corner on the same side of this packing list) to the carton containing this form and indicate the number of cartons being returned. Returns must be Prepaid

Nick Langhart

From: RjReardon1@aol.com
Sent: Saturday, January 03, 2009 3:31 PM
To: nlanghart@boylston-ma.gov
Subject: Minutes of December 10 Meeting

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Wednesday, December 10, 2008

Attendees: Brad Barker, David Bottom, Ken Linell, Rich Reardon, Letty Ridinger, Sue Therriault and Nick Langhart, director.

Call to Order: Sue Therriault called the meeting to order by Chair Sue Therriault at 7:02 PM.

Approval of Minutes: The minutes of November 12, 2008 were approved as presented.

Correspondence: The MBLC meeting that will consider our request for a wavier of decertification will be held on Thursday January 8, 2009 at 10:00 am at the Newton Public Library. We will present at this meeting along with other libraries; the Commissioners will vote in February.

Treasurer's Report: A $67.00 check was given to reimburse Paula Peterson for the gift re: Ken's mother. The check book balance is $ 6,926.97.

Budget status: Nick had a meeting on November 19, 2008 with Joe Connelly, where he presented a 'level service' budget for FY'10 of $149,812. He did not present the requested 10% reduction budget as that was what the Selectmen had taken from the FY'09 budget in June.

Director's Report: -Children's libraran Judy broke her wrist on November 22, but she was able to return to work on December 2nd.

-The Foundation's gift of 11 Great Courses DVD sets are ready circulate.

- Nick attended a CMRLS seminar on December 2 at Boxborough Public Library on Long Range Planning.
- The Banner was notified about the library closing from December 20, to January 6.
- In January '09 we will receive our order of 2100 new bar-coded library cards. These cards were paid for in the FY' 08 budget.
- The new DVD/video loan policy of one week loans has been well received.
- A special "Thank You" to the Friends for the library decorations. They will host a holiday party in the library on December 13 from 11:00 to 1:00.
- Nick discussed the arraingements made for the period of closure. A cold temperature monitor has been installed.

Old Business: Library Planning Committee Chairman Brad Barker and his wife Judy visited the Fobes Memorial Library in Oakham on December 6, 2008. They met with the library director and Friends president. Brad took many pictures showing how they renovated, improved and restored their library which is similar to ours. Brad was very impressed with their accomplishments and feels we can do the same here. Some of the important points for their success are noted below:

- No space planner or project manager was employed, just a local architect for half the cost. He also did the structural analysis on the building.
- Entire remodeling cost was $460,000. Little Town money was available.
- Used local businesses and volunteers which saved around $100,000.
- Basement heating and cooling ducts are concealed in the ceiling
- New elevator is a handicapped lift that cost $20,000 ($30,000 installed).

Photo Contest

Summer Recreation... The benefits are endless

Pre-Registration Form

If you are interested in entering the 2008 "Summer Recreation... The Benefits are endless " Photo contest, Please return this completed form to receive your unique Number.

Pre-Registration is not required, However it is strongly recommended

Please write this number on the back of *all* your submitted photos.
Judges will not know the name of the photographer until the winner is chosen.

The contest begins on 06.21.08 & ends on 09.21.08.
All photographs must be received in the Parks & Rec office no later than October 1st 2008 to be eligible,

Contest Winners will be notified on or before October 15th.

Name:_____ **Age:** _____

Address: _____

Phone:_____ **Email:**_____

Signature of Parent/Guardian for photographers under the age of 18:

_____

Please do not hesitate to contact the BPR office with any questions.
508-869-6009 or email to: Karen Barber @ KBarber@Boylston-Ma.gov

Rules and Regulations, and entry forms may be found online at:
Boylston-ma.gov/parks
The Boylston Public Library, or the Municipal office Building.

- Some book shelves are on wheels so space can be used more flexibly.

Based on Brad's visit the Trustees, Friends and Foundation members are invited to visit Oakham's library some Saturday in January. Oakham's personnel would like to visit us especially regarding starting a foundation.

New Business: There was discussion on wether to commit our resources to this building or to build new. This will be considered in January.

Adjournment The meeting was adjourned at 8:00 p.m. Brad then showed his Oakham photos.

Photo Contest
Summer Recreation… The benefits are endless
Rules and Regulations

1. The contest is open to Any Boylston Amateur photographer ages 10 & up. Parks & Rec board members and Their families are not eligible to participate. * Amateur photographer is defined as anyone who makes less Than 10% of their income from taking photographs, and is not a member of a professional photo Organization. Entrants under the age of 18 must have a parent's signature.
2. Entries may be in color, Black & White, or sepia. No slides, videos or laser prints. Photos must be no smaller than 4 X 6 and no larger than 8X10. Photos must be original, and unframed.
3. Content of photo is Summer Recreation. Entries must feature a positive visual image of recreation in Boylston. Please avoid showing commercial brand images and names logos of businesses. No pornographic Images.
4. All entries may be used in future Boylston Parks & Recreation marketing materials, posted on our website, Boylston Local Access Television. The winning photographs may also be published in the Banner Newspaper. Boylston Parks & recreation retains the right to use submitted photos for promotional purposes without compensation to the photographer.
5. Town of Boylston Employees *are* eligible to enter the contest. Members of the Boylston Parks & Recreation Department *are not* eligible to enter.
6. All photographs submitted must be original images taken by the entrant and cannot Have been previously Published. Your submission of each photograph is your Guarantee that you are the author and copyright Holder of the photograph. Your Submission also guarantees you have obtained permission from all Identifiable people In the photo to use their image.
7. Enter as often as you wish. Entry form must accompany each photo.
8. Entries must be received by October 1st to be eligible for the contest.
9. All entries will be judged by the Parks & Recreation Board on the ability to capture the theme "Summer Recreation… The benefits are endless" All judges' decisions are final.

Still have questions?
Contact Parks & Recreation at 508-869-6009 or email to KBarber@Boylston-Ma.gov.

Summer Recreation… The Benefits are endless
Photo Contest Entry form

Photographer's Name: _____ Age: _____

Address: _____

Phone: _____ Email: _____

If you are under the age of 18. Please have your parent guardian sign here: _____

I certify that I am the person who took the Photograph submitted. I release Boylston Parks & Recreation from any liability whatsoever that may arise from use of the photograph.
I hereby grant Boylston Parks & Recreation the royalty-free and non exclusive right to distribute, publish, and use the photograph in publications to promote Boylston Parks & Recreation facilities and activities.
By signing below, I agree to all contest rules as stated above for the "Summer Recreation… The benefits are endless photo contest"

Photographers signature: _____

This form must accompany each photo submitted.

Boylston Parks & Recreation

Nick Langhart

From: RjReardon1@aol.com
Sent: Saturday, January 03, 2009 3:31 PM
To: nlanghart@boylston-ma.gov
Subject: Minutes of December 10 Meeting

Attendees: David Bottom, Brad Barker, Sue Therriault, Letty Ridinger, Ken Linnell, Rich Reardon and Director Nick Langhart

Call to Order: Sue Therriault called the meeting to order at 7:02 PM.

Approval of Minutes The minutes of November 12, 2008 were approved.

Correspondence MBLC meeting on our wavier for decertification will be held on Thursday January 8, 2009 at 10:00 am at 98 Washington Street [4th floor] in Boston. This meeting will be for our presentation only.

Treasurer's Report A check for $67.00 was made to Carla Peterson leaving our check book balance at $ 6,926.97.

Budget status Nick had a meeting on November 19, 2008 with Joe Connelly, where he presented two budgets. One budget was for level service for F Y '10, and the other for a 10% reduction.

Director's Report -Judy's broken wrist occurred on November 22, and returned to work on 12/2.
-The Foundation's gift [$1,500. / $2,000] of 11 Great Courses DVD sets are ready to circulate.
- Nick attended a Seminar on December 2, in Boxborough Public Library on Long Range Planning.
- The Banner was notified about are library closing from December 20, 2008 to January 6, 2009. This was the first time that we were closed for this time period.
- In January '09 we will have 2100 new bar coded library cards that will be available. These cards were paid for in our FY' 08 budget.
- The new DVD/video loan policy has been well received.
- A special "Thank You" to Friends for the library holiday decorations. They will also have a Christmas party in the library on December 13, 2008 from 11:00 AM to 1:00 PM.
- Nick mentioned that when the heating system goes to 35 degrees a red light near the front door will go on.

Old Business Library Planning Committee Chairman, Brad Barker and his wife visited our sister library in Oakham on December 6, 2008. They met the library director and several members of their Friends. Brad took many pictures showing how the modernized their library which is similar ours. Needless to say Brad was very impressed with their accomplishments. Some of their important points for their success is noted below.
- No project manager, just an architect in town for half the cost.He also did the stress analysis on the building.
- Entire remodeling cost was $460,000.
- Used local people which saved $100,000
- Elevator for $20,000.
- Book shelves on wheels

Based on Brad's visit the Trustees, Friends,and Foundation people are invited to visit Oakham's library some Saturday in early January. Oakham's personal would like to visit us especially our Foundation. Sue has agreed to host them for tea.
Brad installed his pictures on the computer and we could visualize how we too could modernize our library.

Adjournment The meeting was adjourned at 8:00 PM.

VENERINI ACADEMY

SUMMER READING LIST 2007

Grade 1:

The children that will be entering grade 1 in September are encouraged to share and enjoy a book with their parents every day. Picture books are an excellent source for family enjoyment so the child can tell the parent the story. The children are not expected to be reading when they enter first grade. We do recommend 15 - 20 minutes of reading time with your child. The following is a recommended list to assist you when selecting particular authors.

Recommended Authors

David Adler

Marc Brown

Denys Cazet

Mem Fox

Syd Hoff

Jarrett J. Krosoczka

James Marshall

Peggy Parish

Barbara Park

Cynthia Rylant

Rosemary Wells

BET

MEETING NOTES

12/10/08

ST
LR
RR
DB
BB
KL
~~KL~~

702 corresp re: Jon Misc. copies?

Treas: $67 to Pl. $6,926.97 in acct this?

Budget

Pix Report by the 1st,
plus closing arrangements

DB BB Judy + BB went at 10 + 2 this past closing of Susan + Travis pres.
Very exciting, beautiful little lib, we can do here.
Turnbull will host tea early January for as many as interested. -a- Set in Jan
Bkgd: list of pix-its - project grew (down and wise about approach)
skip space plan. got input for comm area, HDH a (back in if "remodeling"
State wants proj wpn. (they used the acad in town, which worked + cost)
total cost was $46,000. Set lots of val effort + business in-kind assistance.
Reused clo doors + gates. heating/cooling in ceiling ~~is~~ was possible source
cellar was too deep.
Decision needed on fix or new bldg. Needs resolve before we
go forward $20,000 for handicapped lift ((3rd, can't install)). All shelving
is on wheels, that gives space for meetings, crafts. Disc. they liked ~~EB~~
choice to place bathrooms under lobby. Do all functions in this lib, [see
ten use. 3/4 in town]

~~KL~~ little town money. No State. this Crombie bequest + friends help; all
private funds. Use a committee, not alone as Turnbull used (her on, ob)
50 minutes away. Disc ~~of~~ day + visit. talk up on Sat pantry + pres
wed 1/7 afternoon or Sat 1/10/09 at 10:30, Bev, she wants to go + what's
best day. Contacting Fdn + Friends. ~~Jerry~~ Sat 1/10 Oaklawn's is interested in
time to establish a Fdn. DB. ~~Judy~~ Bud for BB 7
Judy - 2nd BB pres followed

→ Pamela Jean - motion to stay at 695

Fax

To:	NICK	From:	KEN
Fax:	508-869-6195	Fax:	
Phone:		Phone:	

Date: 9/11/2008

Subject: a) CMRLS Trustees Workshops b) Higgins Corp mail: Library Card info (fyi)

Nick,

Here's the CMRLS mailing most of the trustees got, and also the mail you gave me last night from Higgins Corp.

- Ken

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Friday, November 07, 2008 4:05 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); 'Sue Therriault (E-mail)'

Subject: BPL Board of Trustees Meeting Agenda for Nov 12, 2008

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting agenda
Wednesday, November 12, 2008

Call to Order

Approval of minutes of October 8, 2008

Correspondence
- Annual financial/compliance report & waiver application received by MBLC
- Groundbreaking for Bolton Library expansion will be Sat, Nov. 8, 11:00 a.m.

Treasurer's report

Budget status
- Article submitted for December 8th Special Town Meeting
- FY2008
- FY2009
- Municipal 5 year capital plan draft

Director's report
- Thanks to Trustees for 10/25 Fall Festival participation
- Library winterized; deck waterproofed
- Foundation annual meeting, 10/29
- CMRLS annual meeting, 11/4
- Re-dedication of Oakham Public Library, 10/13

New Business
- Review of December-January closing dates

Old Business
- Report from the Oct 30 Library Planning Committee meeting
- Should we seek to establish a revolving fund?

Adjournment

Attachments:
- Minutes of October 8, 2008
- Librarian's report for October
- Children's Room report
- Centralities

HASSLE FREE FORM FOR BOOK AUDIO
DISCREPANCY RETURNS REPORT

BOYLSTON PUBLIC LIBRARY
BMARC/ADULT
695 MAIN ST
BOYLSTON, MA
01505-1308

All discrepancy returns MUST be accompanied by this form and MUST be returned within 30 days from date of this packing list. When you are reporting discrepancies rather than returning a product, i.e. ... shortage, discount errors, etc. ... send this form to Customer Service. Be sure the discrepancy return/report listed on this form concerns the titles on previous page(s), since a copy of the appropriate packing list must accompany a Hassle Free return. If you are unable to send this packing slip or a copy, please contact Customer Service. RETURNS RECEIVED THAT DO NOT FOLLOW THE ABOVE INSTRUCTIONS WILL BE RETURNED TO YOU AT YOUR EXPENSE. Defective Book and Audio Products are an exception to above instructions. Returns for these products do not require a proof of purchase and are not restricted to a time limit.

INGRAM

1210 INGRAM DRIVE
CHAMBERSBURG, PA. 17202

20G2351

CUT ALONG LINES

BE SURE TO INCLUDE THE ABOVE RETURN LABEL ON YOUR CARTON.

STOCK STATUS CODES.

CANC - Canceled
FTR - Future Release-Waiting for On-Sale Date
NOP - Not Our Publication
NYR - Not Yet Received
N/S - Not Stocked
OP - Out of Print
OSI - Out Indefinitely at Publisher
OS - Out of Stock at Publisher
O/S - Out of Stock at Ingram
PPD - Postponed
PTO - Print-To-Order, title shipping separately
REM - Remaining
SLSH - Slash
S/W - Secondary Warehouse
UNAV - Unavailable
1SRC - One Source

PROBLEM CODE.

1. DAMAGED - (initially received in damaged condition)
2. TITLE CODE ERROR - (incorrect title ordered)
3. PULLING ERROR - (Please specify title received and title billed)
4. SHORTAGE - (Please indicate number of cartons received)
5. QUANTITY ERROR - (Please indicate number of cartons received)
6. CARTONS DAMAGED OR LOST IN TRANSIT - (Call Customer Service Immediately)
7. CARTONS RECEIVED THAT WERE NOT ORDERED - (Call Customer Service Immediately)
8. OTHER - (Please explain)_____
9. DEFECTIVE (Please describe)_____

OTHER ABBREVIATIONS

B (In BO Column) = Backorder
IPS = From Ingram Publisher Services

ACTION CODE

A. Title being returned
Please credit my account

B. Title being kept
Please credit/bill my account

C. Shortage
Please credit my account

D. Title not billed, no credit due

Please fill in appropriate boxes for proper credit. Please list the item(s) returned and use the appropriate problem code and action code, as stated above.
You MUST list the TITLE CODE OR ISBN to receive proper credit.

DATE OF RETURN	YOUR CLAIM OR P.O. NUMBER	SHIP TO OR ACCOUNT NUMBER

QTY TAKEN	QTY RECEIVED	QTY SHORT	QTY RETURNED	TITLE	TITLE CODE OR ISBN	LIST PRICE	DISCOUNT	PROBLEM CODE	ACTION CODE

Include the form in your return carton. Return the carton to the warehouse on the label. Affix our return label (located at the top right hand corner on the same side of this packing list) to the carton containing this form and indicate the number of cartons being returned. Returns must be Prepaid.

HAS2

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Wednesday, December 03, 2008 1:29 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); 'Sue Therriault (E-mail)'

Subject: Boylston Library draft minutes of 11/12/08 Trustee's meeting

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting minutes
Wednesday, November 12, 2008

Attendees: Brad Barker, David Bottom, Ken Linell, Rich Reardon, Letty Ridinger, Sue Therriault and Nick Langhart, director.

Guest: Jean Therriault

Call to Order: The meeting was called to order by Chair Sue Therriault at 7:02 p.m.

Approval of Minutes: The minutes of October 8, 2008 were approved.

Correspondence: The annual financial/compliance report, along with Boylston's application for a waiver for de-certification, has been received by the MBLC.

Treasurer's report: The treasurer reported a balance of $6,924.97 in the account. Since the last report, two checks have been issued: $85.00 to the Foundation for the Trustees share in the gifts to the Girl Scouts and $70.00 to reimburse the Friends for the travel expenses of Jackson Gillman paid by the Friends in June.

In memory of Ken's late mother, the Board authorized Paula to have sent an Edible Arrangement to Ken's home. The Board will reimburse her.

Budget status: The article requesting a $7,500 appropriation that the Board approved for the December 8th Special Town Meeting to avoid the necessity of a decertification waiver application was rejected by the Selectmen because they will not entertain any article having a fiscal impact at this Town Meeting.

Nick presented the current FY'09 budget status that is on track. He showed a 'level service' budget for FY'10 as requested by Interim Town Administrator Joe Connelly that totaled $149,000. Brad asked that the fuel calculation be raised from $3 to $3.50/gallon. With this change, Nick will present the budget to Connelly on Wednesday, November 19th.

There was a brief discussion of the Town's draft 5 year capital plan; Joe Connelly will present it with final departmental revisions to the Selectmen November 16th.

Director's report: The Trustees were thanked for their participation on the October 25th Fall Festival on the Common. The Friends Holiday Party will be held at the library on Saturday, December 13th from 11 to 1:00 p.m.

The library has been winterized and the deck and ramp waterproofed.

Nick attended the re-dedication of the Oakham Public Library on October 13th; Nick & Sue spoke at the Foundation's annual meeting on October 29; Nick attended the annual meeting of CMRLS at the Manor in West Boylston on November 4 and the groundbreaking for the Bolton P.L. expansion on November 8th.

Old Business: Brad reported on the Library Planning Committee's October 30th meeting and potential ideas to

TRUSTEES

TRUSTEES

Trustee Orientation

Want to know more about the issues that will affect libraries and Trustees over the next year and where to go for help? If you have questions or need advice? Come to the annual fall Trustee Orientation, a joint venture of the MBLC and the CMRLS. Staff will be on hand to give you important information and answer your questions. A light dinner will be served.

Dinner at 5:30pm
Orientation session 6:00-7:30pm
CMRLS Meeting Room

Trustee Forums

Ever wonder how other Trustees tackle the issues your Board is dealing with? Want to talk with other Trustees in an informal setting about topics like decertification, getting more money for your library, your relationship with your Director, etc.? Come to this forum designed especially for Trustees. We'll provide refreshments and plenty of time to questions and discussion. E-mail Margaret Cardello (mcardello@cmrls.org) with topics you'd like to discuss. We'll need at least 10 Trustees per session to run this workshop.

5:00-7:00pm
Leominster Public Library

6:00-8:00pm
Blackstone Public Library

FOR MORE INFORMATION CONTACT

Central Massachusetts Regional Library System
6 Gagg Road, Shrewsbury, MA 01545
508 757 4110

reuse basement space more efficiently. Nick and Rich interviewed two space planning consultants today and showed them around the library. They will submit proposals with costs to the LPC's next meeting November 18th. Nick discussed the renovations done at the Oakham P.L. and their relevance to our situation. The LPC is planning a visit to Oakham but the date has not been set pending a Saturday morning date in December that we can meet with Sue Meyer, chair of their building committee.

The library's electrical needs were debated and action deferred for the LPC's recommendation.

Because it must be voted at an annual town meeting, the agenda item, "Should we seek to establish a revolving fund" was deferred until the May warrant is opened. The Selectmen have indicated that they will support such an article.

New Business: Nick reviewed the December-January closing dates with the Board; the last open day will be Saturday, December 20 and we will reopen Tuesday, January 6th, 2009 at 10 a.m. It was suggested that a news release be sent to the Banner.

The very constrained budget situation of this and other area libraries was discussed; could there be some collective action to involve the local legislators for state assistance? The Legislative Breakfast Committee hosts early-morning events for area legislators each spring; this is our opportunity for advocacy at the state level.

The Friends and others have asked for longer DVD/video loan periods. Nick proposed that we require all DVD/videos to be returned every Tuesday rather than every other day as is the present policy. This was moved, seconded and passed as a policy change. It will be implemented on Tuesday, November 18th.

Sue mentioned the policy of the Millbury P.L. that patrons may bring in overdue items and a non-perishable food item or canned goods and late fees will be removed from their records; they do this on certain pre-arraigned days as a donation to the local food bank. Letty said that our local food bank usage is up and they need additional donations of food and household supplies. We will plan and publicize this.

Adjournment: the meeting was adjourned at 8:54 p.m.

Respectfully submitted,

Rich Reardon, Secretary

Trustee Assignments

Special Town Meeting – Monday, March 3, 2008

Prior to Town Meeting:

Prepare Town Meeting Presentation

Contact Tahanto for LCD project and laptop

Prepare and print brochure to be handed out

Prepare and print financial impact page

Dry run presentation on equipment afternoon of town meeting

Town Meeting Night (meeting at 7 p.m.):

Arrive at 6:00 p.m.

Hand out bookmarks, brochure and financial impact page

Bring exterior and interior renderings and be available for questions

Present article and do brief presentation / Answer questions

Subj: **November Minutes**
Date: 11/25/2008 11:04:11 P.M. Eastern Standard Time
From: RjReardon1
To: nlanghart@boylston-ma.gov

MEETING MINUTES OF NOVEMBER 12,2008

Attendees: David Bottom, Brad Barker, Marcia Priestly, Letty Ridinger, Rich Reardon , Sue Therriault and Nick Langhart, Director

Guests: Wendy Lonstein

Call to Order: Sue Therriault called the meeting to order at 7:05 PM.

Correspondence:
Annual Finance and compliance report and wavier report was submitted to MBLC.
Bolton Public Library ground breaking was held on November 8th with a cost of $1.7 million.
It was decided that we send Ken Lindell family a editable arrangement in the passing of his mother.

Treasurers Report:
Checks were written for the following:
Paula reimbursement for $59.00, Friends for girl scouts $85.00 and $7.00.
Balance in check book as of 11/12/08 is $ 6,924.97.

Directors Report:
Must prepare one for FY2009, and another one with a 10% reduction in expenses and salary.
List the price of oil in the budgets at $3.50.
Capital plan for 5 years noting improvements in the Library.
Friends will have their Fall Festival next year. They will also have a Christmas Tree party on December 13 from 11:00 to 1:00 PM.
The library has been winterized, windows, and heating system, and water proofing the deck.
Nick attended the re-dedication of the Oakham Library on October 13, 2008 and was impressed with results.

New Business:
The library will be closed for two weeks starting December 20 at 2:00 PM and open on January 6,2009 at 10:00 AM
DVD'S can be checked out on December 18 and returned on January 6th
Waivers on de certification numbered 55 for last year, and this there are only 24 as of this date. There is also a list of the libraries that applied for waivers.
GMRLS has breakfast meetings every quarter and meet at different places to discuss mutual problems. We discussed that maybe we should host a meeting to discuss how other libraries are coping with their financial problems. We would also invite some local politicians to see if they would be an advocate for us.

Old Business:
Library Planning Committee:
Nick had 3 consultants visit us to see how we can improve our usage of floor space. They sent in their proposals which had varying prices and scope. It was decided that we should visit the Oakham library some Saturday in December. Based on this visit we can find out their experience with engineering companies that they used.
Brad showed schematic sketches how we could arrange the floor space for the different levels. It looks we can increase the children's area by 100%.
We decided to hold off any electrical modifications for the time being, but review every month.

Revolving Fund:
Seeing how we have such a small amount of money in this matter the selectmen say it is OK.

Adjournment: ????

LR
ST
KL (tube)
LB
BB
RR

11/12/08 BSAT mtg Notes

$70 friends bill to LR for Jackson Gillmore

7:02 CTO minutes of 10/8/08 MSP

Correspo
Something for Ken's letter mom - plant vine PP up to $50.00 or $59 Edible Insight

Treas: $6,924.97. check issued to girl scouts $5.00 (:)
J. Gillmore $10 for travel to Funds

Budgets.

→ BB on FY'10: raise Oil to $3.50/gal
→ note lock-ins: lib not subs + c/c users
→ mark: "Draft"
→ discuss cap budget submission dec. for FY (set date)

DRs rpt
(desc of imports to lib)

(NB) closing dates

→ Send to Bomers by contact - least disruptive time, etc.

$7,500 not to be entertained for 12/8 STM
LR - Harriet Crowder + Naughton ST - not a State issue, a Town issue. LR - MBLC regs are a hardship.
LR - Contact other libs in area about financial squeeze. See legislature DB/ST sch

→ BB: DVD loan period issue. NL supports "all due Tue". MSP policy Chg.

6:00 (OB) Lib Pkg Comm: NL report on 3 consult visit of 11/12
BB on issue of account space reuse + 10/28 Comm mtg discussion
Rich + BB + DB + LR TOE 11/18 6:30 discuss Jackson Chapel NL
Carpool on hold till maps available.

8:30 BB electrical svce - for safety hazard, 3 outlets on 2 circuits. BB - not needed now
& DB for 10 March action w/Dunn.

→

ST - Hallbag - times for food article in Gomera newspaper.
Should we do? CR - Foodbank needs fresh + tinned
supplies as well. Veggies up (max 20-11")
"Feed your mind + feed a friend" - Bomera posters -
(OK Gomera article in Tenerife Weekly)

Dec 17

Cooking fund - shall we?

EBS not available till Dec Sat for oakham. Dec 6? or 13?

→ Publicity for video/blog + foodbank - closing dates

E 5th

TO: Boylston Public Library Board of Trustees
FROM: Friends of the Boylston Public Library
DATE: November 4, 2008

Mileage Reimbursement Form

Company	Jackson Gillman	Flate Rate Travel	$70.00
Name	Jackson Gillman	For Period	Jun-08
Address		Total Mileage	1
		Total Reimbursement	$70.00
Phone Number			

Date	Day of Week	Destination	Mileage	Reimbursement
6/17/2008	Tuesday	Round Trip	1	$70.00
			1	$70.00

Please make payable to:
"Friends of the Boylston Library"
Thank you

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505
508-869-2371

Jackson Gillman, 508-295-0886
jxsong@comcast.net
PO Box 41, Onset MA 02558

Performance Agreement / Concerns

Boylston Public Library
695 Main Street
Boylston MA 01505

Jackson Gillman agrees to perform at the Boylston Town House
On Tuesday, June 17, 2008, at 6:30 pm

Contact persons, telephone #s, email:
Judith Friebert, 508-869-2371, jmfriebert@hotmail.com

The fee for this engagement is $470, due upon completion, payable to Jackson Gillman

Approximate size / composition of audience: #? mixed family audience

Program length: 45+ minutes

Performance space: a clean area with no background or sideline activity/traffic

Lighting: provided that the performance space is well-lit, no special lighting is necessary.

Sound: I will use my own wireless lapel microphone which I would like to plug into a house sound system. If a house sound system is not available, I can bring my own.

Set-up time: I usually arrive at least 30 minutes before the performance time to set up. My cell phone which I generally only use in the car is 508-322-0847.

If extreme weather, power failure or some such calamity forces a cancellation, both parties agree to reschedule a mutually convenient date within the year.

Special note: Generally, I can gracefully deal with most unexpected disturbances while performing. Occasionally however, there are unforeseen occurrences that can seriously distract the audience's focus that are difficult to deal with while I'm "on." This could be a loud maintenance operation going on just outside the performance area, an unanswered phone ringing, a curveball audience crisis, you name it - these things do happen. I ask that a staff "watchdog" is standing by, throughout the program, who feels responsible for dealing with the unexpected so that the performance can proceed as smoothly as possible. If there will be a problem with any of these guidelines, please mention it so that things can be worked out optimally ahead of time. Thank you very much for your consideration and attention to these concerns.

Jackson Gillman, March 25, 2008 _____

BOYLSTON PUBLIC LIBRARY
Board of Trustees, Foundation Board, Friends of the Library
Joint Meeting Agenda
Wednesday, October 8, 2008, 7:00 p.m.

Call to Order
Welcome to David Bottom

Approval of minutes of September 10, 2008

Correspondence
Reminder: Trustee orientation seminar, Thursday, October 23rd, 5:30 p.m.

Treasurer's report

Report from Foundation
-Lynn Butler

Report from Friends
-Wendy Lonstein

Director's report
Progress on application for waiver of decertification
Capital expense project list for Town Oct 27
Talk with MassCat representative

Old Business
Report from 'new' Library Planning Committee
Should we seek to establish a revolving fund?

New Business

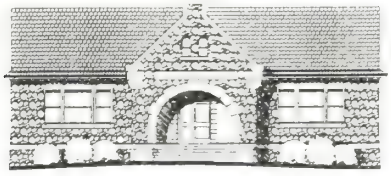
Adjournment

Attachments:
Minutes of September 10, 2008
Librarian's report for September
Waiver application documents
Capital expense project list
Children's Room report
Centralities

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505
508-869-2371

	0.6 miles
	10: Merge onto I-290 W toward AUBURN.	2.5 miles
	11: Take the RT-122A S / VERNON ST exit- EXIT 13.	0.1 miles
	12: Turn LEFT onto MA-122A / VERNON ST. Continue to follow MA-122A.	0.4 miles
	13: Turn SLIGHT RIGHT onto PROVIDENCE ST / MA-122A. Continue to follow MA-122A.	0.8 miles
	14: Take the RT-146 S ramp toward I-90 / MILLBURY / MASS PIKE / PROVIDENCE RI.	<0.1 miles
	15: Turn SLIGHT RIGHT onto MA-146 S / MA-122A S. Continue to follow MA-146 S.	13.8 miles
	16: Take the RT-16 E ramp toward UXBRIDGE.	0.2 miles

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

BOYLSTON PUBLIC LIBRARY
Board of Trustees, Foundation Board, Friends of the Library
Joint Meeting Agenda
Wednesday, October 8, 2008, 7:00 p.m.

Call to Order
Welcome to David Bottom

Approval of minutes of September 10, 2008

Correspondence
Reminder: Trustee orientation seminar, Thursday, October 23rd, 5:30 p.m.

Treasurer's report

Report from Foundation
-Lynn Butler

Report from Friends
-Wendy Lonstein

Director's report
Progress on application for waiver of decertification
Capital expense project list for Town
Talk with MassCat representative

Old Business
Report from 'new' Library Planning Committee
Should we seek to establish a revolving fund?

New Business

Adjournment

Attachments:
Minutes of September 10, 2008
Librarian's report for September
Waiver application documents
Capital expense project list
Children's Room report
Centralities

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505

Section III: Net Library Budget Reduction	
Line H2, column 3 (% change in adjusted municipal budget)	+1.08 %
Line I, column 3 (% change in library budget)	-7.07 %
Line H2 minus Line I **Net reduction in library budget:**	~~-8.15~~ 4.2 %

If the **net reduction in the library budget was more than 5%**, then the budget voted by the city or town for the public library will be considered as **"disproportionately reduced"** and the municipality and its library **must present their petition** for a waiver to the Board of Library Commissioners at their January 2009 board meeting.

If the **net reduction in the library budget was 5% or less**, then the budget voted by the city or town for the public library will be considered as **"not disproportionately reduced"** and the Board staff will contact you if, after review, the municipality and its library will be asked to present their petition for a waiver to the Board of Library Commissioners at their January 2009 board meeting.

Section IV: Other Departmental Budgets		final FY2008 budget May 7, 2007	FY2009 budget June 30, 2008	percent change (FY2009 - FY2008) / FY2008 x 100 use + or -
J	general government (100)	$ 646,505	$ 699,078	~~+7.66~~ %
K	fire (200)	$ 202,601	$ 216,896	+6.59 %
L	police (200)	$ 844,514	$ 854,481	+1.17 %
M	other public safety (200)	$ 100,791	$ 97,722	~~-3.04~~ %
N	public works (400)	$ 556,033	$ 527,596	-5.11 %
O	human services (500)	$ 80,558	$ 82,674	+2.56 %
P	culture and recreation (excluding public library) (600)	$ 28,950	$ 18,700	-35.40 %
Q	other town department please specify: 700s 900s	$ 888,310 1,176,631	$ 859,460 1,195,911	% -3.24 ~~+1.61~~

1,196,411

Municipality:_____ Date:_____

Town Accountant's or City Auditor's Signature:_____

DUE October 17, 2008

Questions? Contact: Dianne L. Carty, State Aid to Public Libraries

(dianne.carty@state.ma.us)

BOYLSTON PUBLIC LIBRARY
Joint Meeting Minutes
of
Board of Trustees, Foundation Board, Friends of the Library
Wednesday, October 8, 2008, 7:00 p.m.

Attendees: David Bottom, Brad Barker, Richard Reardon, Letty Ridinger, Sue Therriault, and Nick Langhart, Director.

Guests: Jean Therriault, Wendy Lonstein

Call to Order: Chair Sue Therriault called the meeting to order at 7:00 p.m.

Correspondence: CMRLS will host an orientation seminar for new trustees on October 23 at 5:30 p.m. in Shrewsbury. Rich Reardon, David Bottom, Brad Barker and Sue Therriault indicated they would attend.

From Interim Town Administrator Joe Connelly: Selectmen have called a Special Town Meeting for December 8; warrant closes October 27th.

The Oakham Library will host a re-opening event Monday, October 13 at 4:00 p.m.

Treasurer's report: Letty reported a balance [as of Sept 12] of $7,074.00 in the Trustees account. Recent deposits include $325.86 (CD anti-trust settlement); $2,500 (reimbursement from Article #33 for advance to Designed Masonry); $66.33 (CMRLS net-lender payment); $30 (lost book) and $99, (lost book on CD) plus interest. Letty wrote a reimbursement check to Paula P. for $59 for the fruit sent to Priscilla O'Connor.

Foundation report: Jean Therriault read a written report from president Lynn Butler. The Foundation's Annual Meeting will be Wednesday, October 29 at the library; Sue and Nick will speak briefly. They are seeking 'green ideas' for their November meeting.

Friends report: Wendy asked the Trustees for $85 representing one-third of the cost of gifts for the Girl Scouts who cleaned the children's room in June. Also, the Friends paid $470 for the June 17 Jackson Gillman performance; $400 will be reimbursed by the Cultural Council but $70 is requested from the Trustees. Letty asked for bills to be presented for these requests. Moved, seconded and passed to reimburse the Friends for these expenses.

Without a Binder published this fall, the Friends cannot solicit membership renewals. David Bottom indicated that he would speak with Mike Kane, editor of the Banner about an article that would include a membership coupon. Our web site was also suggested.

The Fall Festival will be held on the Common October 24 with Parks and Recreation. Scarecrow voting will be by ballot in the library. There will be a variety of food vendors, apple-bobbing, crafts, etc. All activities are free. The Trustees discussed selling popcorn.

Director's report: Nick explained progress on the application for an MBLC waiver to prevent de-certification in FY'09. The papers are due October 17th. Commissioners will

Publicity and Promotions

Arcadia has a dynamic publicity department with extensive local contacts. Our media releases lead to the wide coverage of our productions, leaving audiences keen to see the local premiere as well as the subsequent tour.

Publicity and Promotions

Arcadia has a dynamic publicity department with extensive local contacts. Our media releases lead to the wide coverage of our productions, leaving audiences keen to see the local premiere as well as the subsequent tour.

vote consider applications in January (we will need to present our case in person) and vote in February. Ways to increase our FY'09 appropriation were discussed; since our circumstances will likely be even more strained in FY'10, it would be best to avoid a waiver in FY'09 if possible.

A 5 year capital expense list has been prepared at Joe Connelly's request; he'll merge it with those of other departments and present the list at the Selectmen's October 27 Quarterly Update meeting. Nick asked to have approved the interior plaster repair bid of $675 and the wiring of three new outlets for $1,500 paid from Article #33 account but this was differed.

Nick has investigated MassCat as an alternative to C/W Mars but did not recommend it.

Old Business:

Brad Barker reported on the Library Planning Committee. He and Rich Reardon attended the October 3 Friends meeting to discuss library service and facility improvements they would suggest. Brad distributed a 'Planning Committee Findings' paper listing the Friends suggestions. The Friends would like to see the DVD borrowing period extended. This will be an agenda item for November. David Bottom discussed the possibility of creating space for community meeting use. The library's community use policy will be a November agenda item.

Given the lateness of the hour, the item, "Should we seek to establish a revolving fund" will be differed until the November meeting.

New Business: There was no new business.

Adjournment: The meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Rich Reardon, Secretary

The mathematical rules for selecting hairstyles to match your face are complicated. Some easy rules of thumb are these:

At some point most hairstyles have a sharp line or accent line. Be sure this line is at your best feature as the viewers eye will naturally focus on that spot. Make doubly sure that line or accent doesn't point to your worst feature. If your nose is somewhat generous, you don't want people focused on it.

Many women wear long hairstyles because their significant other demands it, or because she is insecure and hides behind her hair. You should wear the hairstyles 'best' suited to you, and as long as you are hiding behind your hair, your confidence level can't increase and will therefor affect your earnings and success in life.

Last but most important, find a good hairstylist. If you spend $9.95 on a cut you are likely to get your money's worth. Few hairstylists are really good, so hunt them out. If you need some hints about discovering a good hairstylist you may want to read,

To keep competitors from taking our hairstyles, the right click button has been disabled. All pages align left to printer width so you can print the page from the control panel on your browser.

Many visitors use the 'send this page' feature to email the styles they like to themselves to sort later, or to email the picture directly to their hairstylist. Because we are a commercial site your email from here may get caught in the spam filter, so be sure to check your spam folder if the picture did not arrive.

Well, that should about do it. Armed with this knowledge you can now go through the site with a much higher degree of success of finding the new style for you.

The Sexy Hairstyle you need Many pics of All Types of Hairstyle
www.totalhair.net/hairstyle_2008

Medium Cut Hairstyles & More! 100,000 Stores. Deals. Reviews. shopping.yahoo.com

Choose from 1000s of Classic & Modern Hairstyles for Men & Women
hairstyles for 2008.info

Access thousands of Hair Style photos and instructions. Free HairStyleGallery.us

Ads by Google

© 1996-2007 hair-styles.org

106

Oct 8, 2008 BOT mtg Notes

RR
ST
NL
DB
FJO
LR
AT
WH

1) CTO yes, minutes of 9/24 OK?
Received: $7,074.00; $325.86; 2500; 66.65, 44.35;
+ Dist 9/12/08.

2) Correspd. the Circuit Court from Trustees - RR, DS, DB, ST
from ms ST TM 12/6/07 - could we get $7,000 of that?
--> Letter Joe C. on excess $, feasibility from TM? w/ extra $39,000
what's driving the STM.
Will Conf - before or after?
--> Cynthia - - - m on time of event
- $59 to P.P., ck written by LR

Report:
3) needs L.B.'s letter to Joint mtg, Oct 29 Annual mtg w/ ST & NL
--> For Ltr Agenda, ideas on space, use of funds, Trustee Committees, Calendar, NJB

5 DR:
- Detail meetings, timeline, incentive to avoid over 75/90/95/10
ck on gift as appropriation of STM than JC letter req account designation $
-->
- Caps list - items a + b presented. Discussed.
- ST what's timeline of plg comittee? no disc - tabled

7) OB: BB on L/C: [illegible] at 6/3 Finance Mtg. [illegible] $12 expenditures
Distributes a handout "Plg Comittee Findings 10/8/08" Discussed, important for the upstairs,
--> Disc of DVD borrowing period. 4 days? Tue + Fri? Disc + Rec generalize - item
[Wendy 8pm] BB disc of improvements, feasibility + progress. [visionstrat]
DB - User groups to generate $, Community mtgs - wireless thing on. Cancel + be staffed?
- Coffee + Tues, comfort furniture.
--> Community Use policy for Nov BOT. Staff input on Comity group use, small groups

5) 900 REPORT FROM FRIENDS Sa Girl Scouts baskets: $85.00, LR order money for Will.
--> Issue on JF's Gillmon 6/17 $470 - Call Carroll Grant? Supp solicited for reimbursement?
LR needs [illegible] from JF for Gillmon. $470 Gillmon Grant
[illegible] No Builder, how to send Friends Coupon to Town? DB to ask Mike Pace to
Meet in Bonner

We look forward to "Going Green" and hope we can time our Annual Appeal with a town wide mailing that highlights this theme, and would even like to include a "RENEW your Library Card" application if the Trustees are interested in working together on something like that.

As president of the Foundation, I plan to approach 09 very conservatively, as we are all somewhat weary from the past year's efforts of serving on the library building committee, marketing surveys, mailings and efforts before the votes. Based on my own calendar of the past 15 months, I estimate the foundation members put in well over 2,500 hours of volunteer time and I am very appreciative of the time and energy of these wonderful people.

My best to all the Trustees, and thank you for passing this along to them at the meeting.

Have a wonderful Columbus Day Weekend.

Lynn Butler

McCain or Obama? Stay updated on coverage of the Presidential race while you browse - Download Now!

plan 24th

Food Festival w/ Parks + Rec, Jaycees – voted on – Library
by numbers. Sat on Common, booths up for 2 hrs (Lib Council,
Food Vendors, Sec Bonnie will do). Fun, bocce, ring toss, cake walk,
what role for Trustees? Popcorn by P+R sometime?
Bobbing for apples. Donuts on string on frame by Mr Stille (Tom)
2 Craft projects. All activities are free, Lyons Club Tent can
be used - needs permit? Drive fee? Fire facilities open.

9:30

PTA Parent Education Committee

Cat-Ham 10/3 Mon — need one 15 Bus + plan 1. 9:35 6:30
Sun 10/23 Pumpkins 5pm, Thursday carves 5:30 pcom
Sat 10/25 Food I – stabil in Common 11-2

10/22 Fdn mtg — Sat 11/1 MTLA/NFA Conf Marlboro
10/21 Luncheons
Quarterly

10/29 Annual Fdn mtg
10/30 LPC mtg 6:30 BPL [post]

→

76-08: Revolving Fund. Differ thus disc

mid-June 9:45

w/ Brad B – given floorplans
– get list of space planners consultants

→

Nick Langhart

From: lbutler869@aol.com

Sent: Wednesday, October 08, 2008 2:53 PM

To: nlanghart@boylston-ma.gov; susan_therriault@msn.com; jean_therriault@msn.com; MRLinell@charter.net; dipilatod@aol.com; phamil@charter.net; TeashB@aol.com; Moyna@gis net; franbriss@aol.com; Alison@iecc.com; Scheinfein@charter.net

Subject: Foundation Update to Trustees

Dear Nick and Sue:

I will not be able to attend tonight's joint meeting of the Trustees, Foundation and Friends and I apologize. I told Nick the night was a difficult one for me, and I find myself losing badly at "Beat the Clock" as I try to get my family ready to go to a wedding in OHIO, as well as two sport schedules, etc.....and all the stuff that makes life so interesting!

First off - welcome to Mr. Bottom. We are thrilled that you have joined the Board of Trustees and the Foundation thanks you for serving your community in this capacity.

The Foundation has been preparing for our annual meeting, with the Nominating Committee working together since late Summer to recruit corporators and directors for the 09 board. Our meeting is scheduled for Wednesday, October 29th at the library. We thought this was a good year to bring the meeting back to 695 Main Street to show the cleaning done by the scouts, and the weeding and rearrangment done by staff. At this meeting, we have invited the Girl Scout Troop and will give them another round of applause for a job well done.

We invite the Trustee Chair, (Sue) and the Director, (Nick) to this meeting to make a combined (about 3-5 minutes) presentation to update our corporators on all things library. This meeting will be very short and sweet, with the opportunity for people to mix and mingle afterwards with light refreshments.

Please tell Wendy we will be getting her a check for our share of the Scout thank you gifts shortly. I just forgot to get the paperwork to Persis to write the check.

Our Finance Committee has been meeting to discuss laddering the maturity of our investments, creation of an investment policy/philosophy statement and we are grateful to have remained conservative with the recent stock crisis. We are also working on the proposed budget for 09 and upcoming accounting requirements, reviews/audit needs and assessment, and estimated fundraising. The Finance Committee will continue meeting and bring recommendations before the Board of Directors.

The Audit Committee will meet after the annual meeting once the slate of officers is addressed.

By November, we will have ordered some Great Course materials (both DVD and CD) with funds raised from the Annual Appeal and just this morning got the Fall sale catalog that will save us a lot of money! We also are still interested in the Rosetta Stone software for languages, but are not certain it can be a system that is signed out. It may have to stay in the library and be used on site due to their requirements for purchase. That is still in the investigation stage. Still, it would be a good tool for homeschoolers and tutors.

We will be entering a scarecrow in the upcoming Fall Festival; a bookworm!

10/8/2008

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting agenda
Wednesday, September 10, 2008, 7:00 p.m.

Call to Order

Approval of meeting minutes of August 13, 2008

Correspondence:
From MBLC: 9/20/08 Seminar at Weston P.L.: "How to Advocate Effectively For the Library Budget", 10:00 a.m.
From MBLC: 10/4/08 Seminar at Lunenburg P.L.: "Library Security Summit", 10:00 – 1:00 p.m.

Treasurer's report:
In the absence of the treasurer, the account is $4,031.76 as of August 8. To be deposited: $30, lost book; $66.33 net lender; $99, lost book-on-CD.
Our treasurer's annual bond for $100 is now due. New treasurer forms are needed from Letty.
Asking $59 from Trustee's account to reimburse Paula for fruit arrangement sent for Priscilla's hospitalization.

Director's report:
ARIS report submitted August 29, receipt acknowledged
State aid seminar attended September 3, forms due October 17
Weeding in the adult collection proceeding, assisted by CMRLS staff
Paula and Priscilla will be away the week of September 7th.

Budget status:
See Librarian's report

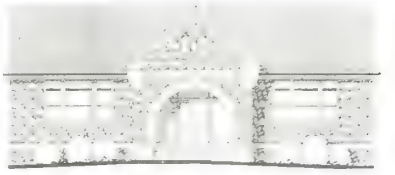
Old Business
Review of MBLC decertification waiver application process
Report from Library Planning Committee

New Business
Should we seek to establish a revolving fund? Could it accept gifts and donations?

Adjournment

Attachments:
Minutes of August 13, 2008
Librarian's report for August
Children's Room report
2 MBLC seminar announcements
Centralities

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1997

BOYLSTON PUBLIC LIBRARY
Board of Trustees
MEETING MINUTES
Wednesday, September 10, 2008

Attendees: Brad Barker, Ken Linell, Richard Reardon, and Nick Langhart, Director

Call to Order: Vice-chair Ken Linell called the meeting to order at 7:11 p.m.

Correspondence:

Three MBLC seminars were announced: 9/13 at Devens, "Friends sharing with Friends"; 9/20 at Weston P.L., "Advocate for Library Budget"; 10/4, at Lunenburg P.L., "Security Summit".

Priscilla O'Connor sent a thank-you note for the Edibles Arrangement re: her recent hospitalization.

Ken will send Nick the CMRLS flyer on the October Trustees orientation seminar to be sent to all Trustees.

Treasurer's report:

In the Treasurer's absence, Nick gave the account balance as $4,031.76 as of August 8th. Three checks have not been deposited: $30, lost book; $66.33, net lender reimbursement; $99, lost book-on-CD.

Nick asked for a motion to reimburse Paula $59.00 for the arrangement sent to Priscilla. Moved, seconded, and passed.

Director's report:

The ARIS was submitted 8/29. The State Aid forms are due 10/17.

CMRLS lent a hand in Paula's ongoing weeding of the adult non-fiction collection.

The library is again participating in Tower Hill's "Shades of Autumn" on October 11-13 with crafts from the children's room.

The Friends of the Library will host a "Fall Harvest Festival" with Parks & Rec on the Common on October 25, 11-2:00 p.m., with crafts, games and refreshments.

Nick has given Jean Therriault the FY'09 MBLC "Fund for Libraries" application form due October 17.

Old Business:

Nick discussed progress on the decertification waiver process.

Brad reported that the new Library Planning Committee has not met since its organizational meeting July 30 because of schedule conflicts. Brad will continue to seek times when Letty, Marsha, and perhaps others can join in the discussions. Perhaps we'll have a smaller committee to evaluate project priorities and costs. To get Friends input, Brad and Rich are available to go to the next Friends meeting to be held at the library Friday, October 3, at 9:00 a.m.

New Business:

Nick will investigate the laws applicable to the establishment and operation of a revolving fund to hold the funds we collect from fines, fees and services to patrons. Its creation would have to be approved at a Town Meeting and renewed annually. This will be reviewed at the October meeting.

David Bottom has agreed to become a Library Trustee to serve until the May Town elections. He will attend the September 22 Selectmen's meeting to be voted on by them and the Trustees.

The meeting was adjourned at 8:22 p.m.
Respectfully submitted,

Richard Reardon, Secretary

Labor and Delivery: Quality Improvement

Focus: Post-operative Temperature Regulation

Plan

Improve early identification of hypothermic post C-section patients and utilize effective rewarming interventions.

★ *Post-operative hypothermia (sublingual temp. <96.8) may be due to cool OR temperatures, rapid infusion of cool IV fluids, application of cold skin prep solutions and possibly effects of anesthesia.*

★ *Effective rewarming interventions would decrease patients' discomfort from hypothermia, lessen the time patients need to be in Recovery area and help prevent post-operative complications due to hypothermia.*

★ *Nurses had primarily been using warm blankets and warming lights to rewarm hypothermic patients. However, they had expressed concern that many of their patients were hypothermic immediately post-op and continued to be hypothermic one hour after beginning rewarming interventions.*

decision."

In this era, when the ACLU and its radical allies are pushing U.S. Courts to adopt international law to amend, rewrite, and even overrule our American constitution, this case reminds us of how blessed we are to be American citizens. We pray in Jesus' name and ask you to join us, that we not only can help Mr. Li, but set a precedent for sanity here.

INTEROFFICE MEMO

BOYLSTON BOARD OF SELECTMEN

TO: Chief Sahagian, Don Parker, Sandy Bourassa, Ellen McKay, Margo Richardson, Nick Langhart, Dennis Costello, Mark Bertonassi, Richard Baker, Brian McDermott, John Roy, David Butler

CC: Joe Connelly, Board of Selectmen

FROM: Lori Esposito

DATE: 9/9/2008

RE: **Meeting with candidate for Town Administrator position**

The following schedule has been set to meet with Nancy Colbert, the candidate for the Town Administrator position. Please keep in mind, this time is simply a 'meet and greet' opportunity for yourself and Ms. Colbert; it should not be considered an interview-type meeting. Feel free to ask questions and get to know the candidate, while keeping to the time schedule allotted. Unless otherwise indicated, all meetings will be held in the conference room here at the Town Hall.

8:30 am	Lori Esposito
9:00 am	Chief Sahagian (at 215 Main Street, and brief tour of Town)
9:30 am	Don Parker (at 599 Main Street)
10:00 am	Sandy Bourassa, Ellen McKay, Margo Richardson
10:30 am	Nick Langhart
10:45 am	Personnel Board
11:15 am	Brian McDermott, John Roy
11:45 am	David Butler
12:00 pm	Richard Baker
12:30 pm	Lunch (with Joe Connelly and Roger Deal)
1:30 pm	Dennis Costello, Mark Bertonassi

Nick Langhart

From: Susan Therriault [susan_therriault@msn.com]
Sent: Sunday, September 07, 2008 7:21 PM
To: darb555; Ken Linell; lettyis; Nick Langhart; rjreardon1
Subject: library items to think about

Just a few things to think about and/or discuss at Trustees meeting on Wednesday, Sep 10:

1. FYI only -- The President of the Worcester Library's Friends of the Library stopped by the shop that I work in and mentioned that there is a plan underfoot to have a license plans advocating libraries. The design is in the works and it should be announced in the October timeframe. The cost would be $40 and a portion of the monies would go to a special fund to be dispersed to libraries.

2. At the Foundation meeting last week, the nominating committee mentioned that it is looking for new corporators. Please provide any names to Maureen Rafferty Linell, Pat Brissette, or Sarah Scheinfein. Thanks.

3. I reviewed the package of material for applying for the waiver for decertification and have sent an email to Town Administrator Joe Connelly. I've targetted Wednesday, October 8th to have everything completed.

4. There are three workshops that have been set up:

Saturday, September 13th - Friends Sharing with Friends 2008 - I cannot attend
Saturday, September 20th - How to Advocate Effectively for the Library Budget - Is anyone interested in attending?
Saturday, October 4th - Library Security Summit - Is anyone interested in attending?

Nick, would you please contact CMRLS about a potential Trustee orientation meeting?

Have a GREAT meeting on Wednesday. I will be away from Monday - Friday and will check my emails on the weekend.

Thanks a lot!
Sue

> fibrillation of either type: pulmonary vein encircling incision, left atrial isthmus lesion with its attendant coronary sinus lesion, and the right atrial isthmus lesion. We call this pattern of atrial lesions the "mini-maze Procedure" ... None of the present energy sources—including cryotherapy, unipolar radiofrequency, irrigated radiofrequency, bipolar radiofrequency, microwave, and laser energy—are capable of creating the left atrial isthmus lesion from the epicardial surface, because of the necessity of penetrating through the circumflex coronary artery to reach the left atrial wall near the posterior mitral annulus. Therefore, the mini-maze Procedure cannot be performed epicardially by means of any presently available energy source."[4]

Minimally invasive epicardial surgical procedures for AF (minimaze)

Although Dr. Cox's 2004 definition specifically excludes an epicardial approach to eliminate AF, he and others pursued this important goal, and the meaning of the term changed as successful epicardial procedures were developed. In 2002 Saltman performed a completely endoscopic surgical ablation of AF[5] and subsequently published their results in 14 patients.[6] These were performed epicardially, on the beating heart, *without cardiopulmonary bypass or median sternotomy*. Their method came to be known as the minimaze or microwave minimaze procedure, because microwave energy was used to make the lesions that had previously been performed by the surgeon's scalpel.

Shortly thereafter, Randall K. Wolf, MD and others developed a procedure using radiofrequency energy rather than microwave, and different, slightly larger incisions. In 2005, he published his results in the first 27 patients.[7] This came to be known as the Wolf minimaze procedure.

Today, the terms "minimaze", "mini-maze", and "mini maze" are still sometimes used to describe open heart procedures requiring cardiopulmonary bypass and median sternotomy, but are more commonly they refer to minimally invasive, epicardial procedures not requiring cardiopulmonary bypass, such as those developed by Saltman, Wolf, and others. These procedures are characterized by:

1. No median sternotomy incision; instead, an endoscope and/or "mini-thoracotomy" incisions between the ribs are used.
2. No cardiopulmonary bypass; instead, these procedures are performed on the normally beating heart.
3. Few or no actual incisions into the heart itself. The "maze" lesions are made *epicardially* by using radiofrequency, microwave, or ultrasonic energy, or by cryosurgery.
4. The part of the left atrium in which most clots form (the "appendage") is usually removed, in an effort to reduce the long-term likelihood of stroke.

Microwave minimaze

Completely Endoscopic Microwave Ablation of Atrial Fibrillation on the Beating Heart Using Bilateral Thoracoscopy: The microwave minimaze requires three 5 mm to 1cm incisions on each side of the chest for the surgical tools and the endoscope. The pericardium is entered, and two sterile rubber tubes are threaded behind the heart, in the transverse and oblique sinuses. These tubes are joined together, then used to guide the flexible microwave antenna energy source through the sinuses behind the heart, to position it for ablation. Energy is delivered and the atrial tissue heated and destroyed in a series of steps as the microwave antenna is withdrawn behind the heart. The lesions form a "box-like" pattern around all four pulmonary veins behind the heart. The left atrial appendage is usually removed.[5][6] A very thorough description of the procedure is available.

Nick Langhart

From: Susan Therriault [susan_therriault@msn.com]
Sent: Sunday, September 07, 2008 7:13 PM
To: jconnelly@boylston-ma.gov; Nick Langhart
Cc: darb555; rjreardon1; lettyis; Ken Linell
Subject: Boylston Library status & questions

Joe,

It was great to formally meet you last week. I wish you much success in your new role with the town!

Currently, the library's budget has a shortfall of about $7,500 to meet the municipal appropriation requirement for state certification.

As Nick and the Library Trustees are dealing with the potential loss of state certification, a few questions have arisen:

1. Is a special town meeting planned for sometime this fall?

2. If the library were to receive a private donation of $7,500, would the town be able to accept this donation to be used exclusively for the library's FY2009 operating expenses? Would a town meeting vote be required or could the Board of Trustees or the Board of Selectmen accept this donation on behalf of the library?

3. Can you (or someone else at Town Hall) provide some information on a revolving fund for the library? Currently, we charge library fines for delinquent books and fees for copies. These monies are then given to the town's general fund. We just wanted to get some info the pros and cons of requesting a revolving fund for the library.

Also, I have reviewed the timetable and paperwork that needs to be completed for us to apply for a waiver of the FY2009 municipal appropriation requirement (MAR). The timetable is as follows:

August 29, 2008	Annual Report Information Survey due	COMPLETED by Nick Langhart
October 17, 2008	**State Aid forms due (including waiver applications)**	
November 6, 2008	First possible date for certification by Board	
January 8, 2009	MBLC Board will review all MAR waiver petitions	
February 5, 2009	MBLC Board will vote on all MAR petitions	

As for the paperwork,

1. a signed, completed FY2008/FY2009 total municipal operating budget/disproportionate cut worksheet must be completed by the town accountant. Nick will work with the town accountant on the specifics.

2. a statement from a municipal official (which we interpret as either the Board of Selectmen or the Town Administrator)
a. citing the fiscal hardship surrounding the municipality's inability to meet the FY2009 MAR

Wolf minimaze

Video-assisted Bilateral Epicardial Bipolar Radiofrequency Pulmonary Vein Isolation and Left Atrial Appendage Excision: The Wolf minimaze requires one 5cm and two 1cm incisions on each side of the chest. These incisions allow the surgeon to maneuver the tools, view areas through an endoscope, and to see the heart directly. The right side of the left atrium is exposed first. A clamp-like tool is positioned on the left atriumnear the right pulmonary veins, and the atrial tissue is heated between the jaws of the clamp, cauterizing the area. The clamp is removed. The autonomic nerves (ganglionated plexi) that may cause AF[8] may be eliminated as well. Subsequently the left side of the chest is entered. The ligament of Marshall (a vestigial structure with marked autonomic activity) is removed. The clamp is subsequently positioned on the left atrium near the left pulmonary veins for ablation. Direct testing to demonstrate complete electrical isolation of the pulmonary veins, and that the ganglionated plexi are no longer active, may be performed.[7]

High Intensity Focused Ultrasound (HIFU) minimaze

Surgical ablation of atrial fibrillation with off-pump, epicardial, high-intensity focused ultrasound: Although the HIFU minimaze is performed epicardially, on the normally beating heart, it is also usually performed in conjunction with other cardiac surgery, and so would not be minimally invasive in those cases. An ultrasonic device is positioned epicardially, on the left atrium, around the pulmonary veins, and intense acoustic energy is directed at the atrium to destroy tissue in the appropriate regions near the pulmonary veins.[9]

Mechanism of Elimination of Atrial Fibrillation

The mechanism by which AF is eliminated by curative procedures such as the maze, minimaze, or catheter ablation is controversial. All successful methods destroy tissue in the areas of the left atrium near the junction of the pulmonary veins, hence these regions are thought to be important. A concept gaining support is that paroxysmal AF is mediated in part by the autonomic nervous system [8] and that the intrinsic cardiac nervous system, which is located in these regions, plays an important role.[10] Supporting this is the finding that targeting these autonomic sites improves the likelihood of successful elimination of AF by catheter ablation.[11][12]

Patient Selection

The minimaze procedures are alternatives to catheter ablation of AF, and the patient selection criteria are similar. Patients are considered for minimaze procedures if they have moderate or severe symptoms and have failed medical therapy; asymptomatic patients are generally not considered. Those most likely to have a good outcome have paroxysmal (intermittent) AF, and have a heart that is relatively normal. Those with severely enlarged atria, marked cardiomyopathy, or severely leaking heart valves are less likely to have a successful result; these procedures are generally not recommended for such patients. Previous cardiac surgery provides technical challenges due to scarring on the outside of the heart, but does not always preclude minimaze surgery.

Surgical Results

b. explaining the municipality's FY2009 budget process regarding the library, and
c. providing evidence that any reduction to the library budget is not disproportionate relative to changes in other municipal departments and the overall municipal budget.

3. a cover letter from the library director and trustee chair, with enclosures if appropriate, explaining the library's FY2009 budget process and reasons why the community did not comply with the FY2009 MAR. Nick and I will handle this item.

Although the target date for submitting the state forms is October 17th, we are targetting Wednesday, October 8th, to have everything completed.

Finally, Joe, if the Board of Selectmen wants to meet with the library trustees to review the situation, please let us know. I will be away from September 8th - 19th. In the meantime, please contact Nick Langhart.

Thanks in advance for your help and support!

Sue Therriault, Chair, Boylston Board of Library Trustees

Contents

- 1 The Cox maze procedure
- 2 Minimally invasive epicardial surgical procedures for AF (minimaze)
  - 2.1 Microwave minimaze
  - 2.2 Wolf minimaze
  - 2.3 High Intensity Focused Ultrasound (HIFU) minimaze
- 3 Mechanism of Elimination of Atrial Fibrillation
- 4 Patient Selection
- 5 Surgical Results
- 6 References
- 7 External links

The Cox maze procedure

James Cox, MD, and associates developed the "maze" or "Cox maze" procedure, an "open-heart" cardiac surgery procedure intended to eliminate atrial fibrillation, and performed the first one in 1987.[1] "Maze" refers to the series of incisions arranged in a maze-like pattern in the atria. The intention was to eliminate AF by using incisional scars to block abnormal electrical circuits (atrial macroreentry) that AF requires. This required an extensive series of endocardial (from the inside of the heart) incisions through both atria, a median sternotomy (vertical incision through the breastbone) and cardiopulmonary bypass (heart-lung machine; extracorporeal circulation). A series of improvements were made, culminating in 1992 in the Cox maze III procedure, which is now considered to be the "gold standard" for effective surgical cure of AF. It was quite successful in eliminating AF, but had drawbacks as well.[2] The Cox maze III is sometimes referred to as the "Traditional maze", the "cut and sew maze", or simply the "maze".

Efforts have since been made to equal the success of the Cox maze III while reducing surgical complexity and likelihood of complications. During the late 1990s, operations similar to the Cox maze, but with fewer atrial incisions, led to the use of the terms "minimaze", "mini maze" and "mini-maze",[3] although these were still major operations.

A primary goal has been to perform a curative, "maze-like" procedure *epicardially* (from the outside of the heart), so that it could be performed on a normally beating heart, without cardiopulmonary bypass. Until recently this was not thought possible; as recently as 2004, Dr. Cox defined the mini-maze as requiring an endocardial approach:

> "In summary, it would appear that placing the following lesions can cure most patients with atrial

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Friday, August 08, 2008 4:32 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); 'Sue Therriault (E-mail)'

Subject: Agenda for Trustees meeting of August 13, 2008

BOYLSTON PUBLIC LIBRARY
Board of Trustees
MEETING AGENDA
Wednesday, August 13, 2008, 7:00 p.m.

Call to Order

Approval of meeting minutes of July 16, 2008

Treasurer's report
(Treasurer will not be present)
Two checks ready to be deposited to Trustees

Correspondence
MBLC: Invitation to workshop for Friends, Trustees, staff; Marriot at Devens, 9/13/08

Director's report
Paper recycling begun at Town Hall
Met new interim town administrator Joe Connelly
Mark Twain research sent off
Globe article printed
New librarian's report format for FY'09
ARIS report due to MBLC August 29, 2008

Budget Status
FY'09 expense budget line items set: library materials at 19%;
fuel, $8,400; all else, $6,627.
Article #33 expense report

Old Business
Report of first meeting of 'new' planning committee of July 30

New Business

Adjournment

Attachments:
Minutes of July 19, 2008
Librarian's report for July
Children's Room report
FY'09 expense budget
Article #33 expense report
Friends workshop announcement for 9/13
Boston Globe West articles of July 27 and August 3, 2008
Centralities

Gmail Kate Langhart <klanghart@gmail.com>

Package

2 messages

Weylin Burlingame <wburlingame@gmail.com> **Tue, Jul 8, 2008 at 10:02 PM**
To: Kate Langhart <klanghart@gmail.com>

Hey Kate,

As promised, here is my email regarding your generous effort to drop our package at Katherine's parents' home. I really do appreciate you doing this for us. It doesn't escape my awareness that you who have a life filled with individuals in need, are taking care of a need for us. Thank you. As repayment, I trust that one day you will allow (by direct request) me to help you in a time of need, be it a package delivery or something more relational.

Ok, on to details:
Katherine's parents will not be home when you pass through. That is fine, they live in a rural area and have a long driveway. Go in the drive and it will take you to a circle. Near the side of the circle farthest from the road there is a door with a small porch and a stack of firewood. This is where you can place the package, right next to the door.

Feel free to call or Skype or email if you have any questions or problems.

Enjoy your first day at your new job. I look forward to hearing all about it, as well as about your trip to the family thing.

Weylin

Kate Langhart <klanghart@gmail.com> **Tue, Jul 8, 2008 at 10:18 PM**
To: Weylin Burlingame <wburlingame@gmail.com>

very well -- I will drop the package as instructed and keep you posted on the report from the new job. hope you all are well down there. i still miss you
kate
[Quoted text hidden]

BOYLSTON PUBLIC LIBRARY
Board of Trustees
MEETING MINUTES
Wednesday, August 13, 2008

Attendees: Brad Barker, Ken Linell, Rich Reardon, Sue Therriault and Nick Langhart, director.
Guest: Jean Therriault
Call to Order: Chair Sue Therriault called the meeting to order at 7:02 p.m.

Treasurer's report:
In the absence of the treasurer, no report was given. Nick is holding two checks for Letty's return, $30 for a lost book and $66.33 from CMRLS granted because we were a 'net lender' to the region in FY'08. [Letty took these checks for deposit on 8/19 plus $99 paid for a lost book-on-CD.]

Correspondence:
From the MBLC: Invitation to workshop for Friends, Trustees, staff at Marriot at Devens, September 13, 2008.
The check for $2,400 given by the Foundation for start-up costs associated with the planned automation of circulation has been returned to Lynn Butler.

Director's report:
Town Hall now has a dumpster for recycled paper that gives a small rebate to the town. We are collecting paper here and Nick delivers it. Nick will also take cardboard to recycle in Sterling.
New interim Town Administrator Joe Connelly hopes to visit the library soon.
On August 3, the Boston Globe ran an article on our recent operating budget cuts.
The ARIS report is due to the MBLC August 29. The annual application for state aid (financial and compliance forms) will be due October 17, along with the application for a waiver that we will need to avoid decertification. These forms will be reviewed at a meeting September 3; Nick will go. The MBLC will review all Municipal Appropriation Requirement waiver petitions at their meeting on January 8, 2009 and vote approvals/rejections at their February 5 meeting.

Budget review:
Nick presented the FY'09 operating budget of $42,100. The library materials amount will be set at 19% ($27,073), fuel at $8,400 ($3.99 x 2,100 gals) and that leaves $6,627 for all other expenses. The C/W MARS assessment for FY'09 was paid with FY'08 funds.
An accounting of Article #33 'Library Repairs' funds was reviewed. $17,093.64 remains.

Old Business
Brad Barker reviewed the first meeting of the 'new' library planning committee held on July 30, and discussed the committee's goal of enhancing the library patron's experience. Rather than take up exterior work or floorplan changes, the group will look at existing space allocation and improvements to it, appearance, and redesigned restrooms. Nick also has a 'wish list' from past budgets that should be prioritized and assigned costs. From this, funding sources will need to be identified. Sue suggested that these figures be ready for the annual February finance committee meeting so that funds might be sought for the FY'10 year. Ken mentioned that the Foundation's annual appeal might be directed toward these goals; their annual meeting will occur in October. Sue will ask that the library be on the Selectmen's quarterly information meeting agenda set for September to explain the decertification waiver application we will be submitting and the need for the town's assistance on that application form.
The committee's next meeting is scheduled for Wednesday, August 20 at 6:00 at the library.

There was no **New Business**
The meeting was adjourned at 7:48 p.m.
Respectfully submitted,
Rich Reardon, Secretary

Nick Langhart

From: RjReardon1@aol.com
Sent: Sunday, August 31, 2008 9:07 PM
To: nlanghart@boylston-ma.gov
Subject: Minutes of August 13, 2008 Meeting

Nick, Minutes of our 13 August meeting

Attendees; Brad Baker, Ken Linell,Sue Therriault, and Nick Langhart, Director

Guest: Jean Therriault

Call to Order: Chair Sue Therriault called the meeting to order at 7:00 p.m.

Treasurer's report:

Will report at Septembers meeting. Two checks of $30.00 each are ready for deposit. Another check for $66.32 from the class action suit.

Director's report:

Invitation to workshop for Friends, Trustees, staff, at Marriott Devens on Saturday, September 13, 2008. Registration at 9:30 am and programs begin at 10:00 a.m. consisting of 5 topics.
Lynn Butler has a $2,400 check that was reimbursement for our May check.
Paper recycling started at the Town Hall with a dumpster with a small rebate to the town. Card board cannot be recycled in this dumpster and should be given to Nick.
New town administrator Joe Connelly wants to visit the library in the near future. Sue Olson's retirement was started on Labor Day.
There was an article in the Boston Globe on August 1, 2008 that noted Boylston's Library position due to defeat of the override last May.
State aid forms report due to M.B.L.C. on October 17, 2008, including waiver applications.
November 6, 2008 -First possible date for certification by board
January 8, 2009- Board will review all MAR wavier petitions
February 5, Board will vote on all MAR waiver petitions

Old Business:

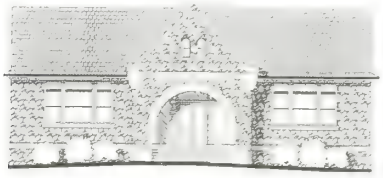
Brad outlined his thoughts on embellishing the existing library over the next 3 -5 years. The Library Planning Committee scheduled the next meeting for Wednesday August 20 at 6:00 p.m.at the library. Tentative schedule was a meeting with the Foundation's Board in October and their Finance Committee in February, 2009.

Adjournment: 7:48 p.m.

Nick - Where and when will we meet to go to Shrewsbury on Wednesday, September 3, 2008?

It's only a deal if it's where *you* want to go. Find your travel deal **here**.

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

EB
RR
KL
ST

Meeting minutes 8/13/08

(TC 7:12, minutes MST)

ST
KL

transcript differed +2 cks
Film ok
BR rpt

Budget status

budget
Article "33

OB

Board mtg 8/20 re LR, museum, & cable. only TC, KL, NL report LR mtg

discussed objectives. 3 yrs in OPS - "enhance patron experience"
in next years - need to talk about space allocation, off-site? storage?
(cable more members)
No exterior work or floorplan modification.
To do a set of plans w $ needed, & look for fundraising
→ RR's wish list (from past budgets)
ST - aim to Feb Fin Com for Town - reps
KL - fundraising funding goals for Fin Com (approved Fin mtg 9/2 ?)

ST - for Sept Selectmen's, get our agenda to explain de-cert appr

Next mtg 9/10 w mi ST, NL in charge

746

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Wednesday, July 02, 2008 5:41 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); 'Sue Therriault (E-mail)'

Subject: BPL Board of Trustees meeting agenda for July 9, 2008

NOTE: Meeting July 9th begins at 6:30 to honor Girl Scouts for their cleaning/organizing work in library on 6/21

BOYLSTON PUBLIC LIBRARY
Board of Trustees
MEETING AGENDA
Wednesday, July 9, 2008, 6:30 p.m.

Call to Order

Approval of minutes of May 14, June 4, June 11, and June 19

Treasurer's report
- Receipt of check to reimburse Trustees for painter's start-up funds, from Article #33, $2,500

Director's report
- Attic fan motor replaced by Arnieri Electric, $400 from Article #33
- Girl Scout work 6/21 & 22
- Exterior trim scraping, painting finished, paid
- Report on area libraries re: loaning to citizens from a decertified town
- Research on Mark Twain for grad student
- Budget update:
  - FY'08 close-out
  - Permission granted to pay C/W MARS FY'09 OLA assessment from FY'08
  - Chance of another special town meeting to distribute $11,000

Old Business
- Further discussion on FY'09 budget

New Business
- Nomination and election of officers of the board for FY'09

Adjournment

Attachments:
- Minutes of May 14, June 4, 11, 19, 2008
- Librarian's report for June
- Children's room report for June/July
- Centralities

BOOKLETS, DECK PLANS,
PASSENGER LISTS, MENUS,
POSTCARDS, MEDALS,
SOUVENIRS, ETC., 1880'S TO QE2

LARGE SELECTION
OF QUALITY

OCEAN LINER MEMORABILIA

SEND $5.00 FOR CATALOG

RICHARD C. FABER, JR.
230 EAST 15TH STREET, NEW YORK, NY 10003
212-228-7353 ≈ FAX 212-477-9392
E-MAIL HELENAN37@AOL.COM

NOTE: Meeting July 9th begins at 6:30 to honor Girl Scouts for their cleaning/organizing work in library on 6/21

BOYLSTON PUBLIC LIBRARY
Board of Trustees
MEETING AGENDA
Wednesday, July 9, 2008, 6:30 p.m.

Call to Order

Approval of minutes of May 14, June 4, June 11, and June 19

Treasurer's report
- Receipt of check to reimburse Trustees for painter's start-up funds, from Article #33, $2,500

Director's report
- Attic fan motor replaced by Arnieri Electric, $400 from Article #33
- Girl Scout work 6/21 & 22
- Exterior trim scraping, painting finished, paid
- Report on area libraries re: loaning to citizens from a decertified town
- Research on Mark Twain for grad student
- Budget update:
  - FY'08 close-out
  - Permission granted to pay C/W MARS FY'09 OLA assessment from FY'08
  - Chance of another special town meeting to distribute $11,000

Old Business

New Business
- Nomination and election of officers of the board for FY'09

Adjournment

Attachments:
- Minutes of May 14, June 4, 11, 19, 2008
- Librarian's report for June
- Children's room report for June/July
- Centralities

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505

PURCHASE JOURNAL 9-4/23

PURCHASE ORDER NO. 1101

SINESS OFFICE

PAYMENT APPROVAL

PAID 34836 / 9/9/87
Check No. / Date

ACCOUNT CODING

					Amount
1	02	59	682	032	$ 5280.00

C. WEBB
Preservation

PAID
SEP 15 1987

RE: LABOR (8/3/87 – 8/21/87)
SPENCER-PIERCE-LITTLE
HOUSE

120 HRS. @ 26 3,120 00

HRS. 2,160 00

AMOUNT DUE # 5,280 00

SINCERELY,

David C. Webb

91 Hay Street • Newbury, Massachusetts 01950 • (617) 462-9878

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]
Sent: Tuesday, August 12, 2008 1:36 PM
To: 'Susan Therriault'; Richard Reardon (RJReardon1@aol.com)
Subject: Draft minutes of BOT for July 16, 2008

BOYLSTON PUBLIC LIBRARY
Board of Trustees
MEETING MINUTES
July 16, 2008

Attendees: Brad Barker, Ken Linell, Richard Reardon, Letty Ridinger, Sue Therriault, and Nick Langhart, Director

Guest: Jean Therriault

Call to Order: Chair Sue Therriault called the meeting to order at 7:00 p.m. after a gathering to honor the Girl Scouts who had cleaned and organized the library on June 21-23.

Treasurer's report:

Letty Ridinger reported $4,031.12 in the Treasurer's checking account. Moved, seconded and approved to accept the report.
Nick gave Letty a $2,500 check from the Article #33 account as reimbursement for the start-up expense for Designed Masonry's exterior trim painting.
Nick also reported that the library may get some funds as a result of a class action suit against Metropolitan Antiques for illegal fax advertising; he has filed the paperwork to be a part of the settlement.

Director's report:

The attic exhaust fan motor had to be replaced; Arnieri Electric was paid $408.43 from the Article #33 account.
The exterior trim scraping and painting has been finished by Designed Masonry, the total cost was $6,600 paid from the Article #33 account.
Calls to area libraries indicate that most have enacted policies prohibiting the loaning of library materials to citizens of towns with de-certified libraries: Worcester, Shrewsbury, Northborough, Sterling, Bolton and Holden have such policies; West Boylston and Berlin decide by board vote on a case-by-case basis.
A MLS grad student has requested information on when and what titles of the work of Mark Twain BPL acquired between 1867 and 1910. Nick is researching.
Operating budget update:
FY'08 has been closed out returning $4.36 to the town.
With permission, we paid the C/W Mars FY'09 assessment from FY'08 funds. That will free up $2,872 for operations in the FY'09 budget.
Nick has heard that there may be a chance that the town will have an additional $11,000 to distribute in FY'09. We will hope to get a portion.
In preparing the FY'09 expense budget, Sue suggested that the usual 20% for library materials be reduced to 19%; we can offset this in the MBLC reporting because we are open for more hours than our size class requires.
Nick was asked to check the locked-in fuel price for the coming heating season when it is available and to add a running total to the circulation figures reported on the monthly librarian's report.

Old Business:

Brad gave his thoughts on the 'new' library planning committee: to study space utilization to see if the present allocation is maximized and to identify and prioritize interior maintenance issues. He will call a meeting for July 30 at 6:30 p.m. at the library.

Candidates for the vacant trustee position were discussed.

michelleo@duxburycontrols.com

[redacted]

sogranger@charter.net

wheeler978@aol.com

overseize_d@hotmail.com

junglepalm7@yahoo.com

tutzsheltie@hotmail.com

berkey67@charter.net

klocke@siriusware.com

tandisnelson@aol.com

tship@cape.com

lauriekraemer@hotmail.com

chatham213@msn.com

oholland1970@charter.net

angie@roerings.com

lifeismajestic@gmail.com

becky@heritagebiblechapel.org

brettmhannan@msn.com

elkeogh@mas.com

RL_Traylor@yahoo.com

abrucejohn@aol.com

lisri@msn.com

carol.courtwright@pol.state.ma.us

jakelaney@afo.net

carrington.noel@nypro.com

clambot6547@charter.net

clairelavergne@charter.net

caveclan2002@yahoo.com

cforhan215@yahoo.com

drdanery@massmed.org

danmcfarland@verizon.net

New Business:

The board held elections for officers for the coming year.

Chair:	Sue Therriault
Vice-chair:	Ken Linell
Secretary:	Rich Reardon
Treasurer:	Letty Ridinger

Adjournment:

The meeting was adjourned at 8:16 p.m.

Respectfully submitted,

Nick Langhart, Director

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505
508-869-2371

8/13/2008

BSO 12/86

Priority (need by) _____

Routine _____

CHECK PAYABLE TO:

NAME: Lowe's Kelly's Home Center

ADDRESS: 159 State Street

Newburyport, MA 01950

DATE: 9/22/87

CHECK #: 34996

PJ PAGE/LINE: 382 / 4

EXPLANATION: Prior balance per statement

w/ Andrea 9/22/87

AMOUNT: 117.27

ACCOUNT: 1-02-59-

APPROVALS:

P.O. # 1022

Mail to:

Deliver to:

BOT meeting notes 7/16/08

C to O 7pm

4 members approved

Treas' LR 7/13 4,031 ☑ MSP

$2500 given to LR -

→ corresp re: For Class Action

Exp. Report on budget FYE

→ FY '09: set Lib materials at 19% in the budget

→ do timeline of winter timesheets for Lori / Selectmens agenda

→ budget - expenses by line item for agenda of BOT

→ use of book on fuel lock-in prices - what's budget set up FY 09

→ yes to repeat, added "avg total" column for FY '09

Adults + Children's salaries

Status of Mbply Comm: Brad B

space utilization / allocation

maintenance issues

Comm Mtg for long-term plan

6 mos counter for transferring on bldg issues

- LRP mid Feb fall

→ Note to BB

BB to call to Cedar, add Marcia P + R. Reardon • 6/30, Wed 6pm here

Any Trustee concerns? David Bottom will be asked

RR - what about Charter Comm grants to Town - RR has app.

→ LR - amounts are $500 "Trial Court Community Service" $ for fines

NB: Office Election:

ST - Chair

RR - Sec

KL - V. Chair

LR - Treas

Post GS meeting

ST
LR
KL
RR
BB

MH
JT

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505
508-869-2371

like painting

$75M library aid bill lauded

Area towns could benefit

By Rachel Lux
SPECIAL TO THE TELEGRAM & GAZETTE

BOSTON — Librarians from communities with pending library renovation projects gathered in support of a proposed $75 million public library construction bond bill this week at the Statehouse.

"If you're to ask for additional support for your libraries, my sense is you'll get it," said Sen. Brian A. Joyce, D-Milton, the chief sponsor of the bill. Mr. Joyce encouraged about 50 library supporters to speak with their area representatives after the press conference Wednesday.

The bill would allow the Massachusetts Board of Library Commissioners to distribute $68.5 million for improvement projects to 25 towns and cities on a waiting list.

More than $21 million already has been promised to seven other Massachusetts communities for library renovation and expansion projects.

Among the seven is Bolton Public Library, which has been awarded a grant for a building expansion project through the Board of Commissioners. Dudley, Auburn and Shrewsbury are on the waiting list.

Robert C. Maier, the executive director of the Massachusetts Board of Library Commissioners, said the bond bill is critical to continue needed improvements to the state's libraries.

"There are no funds remaining for public library construction," he said. "Every single dollar remaining that has been authorized has been committed (to a project)."

Money authorized for public library projects is awarded as grants through the state Board of Library Commissioners. The grant covers a portion of the construction costs. Individual communities are responsible for making up the difference—through local government money, private donations and fundraising.

The Legislature authorized a similar bond bill—also for $75 million—in 2002, Mr. Maier said. If the new bill is authorized, it is up to state officials to decide when the money will be available.

"There has been no problem with this administration releasing funds and there is no indication that a new authorization wouldn't go through," Mr. Maier said.

Several advocates spoke about the importance of a library's place in a community — both as a center for knowledge and as a gathering place for residents.

"In so many important areas, Massachusetts led the way, whether it was public libraries or public education," said Sen. Edward M. Augustus Jr., D-Worcester, who co-sponsored the event. "We need to make sure the 25 communities on the waiting list get the funding they need."

Chuck F. Moore, the director of the Dudley Public Library, said he is pleased with the history of the Public Library Construction Program and the steps taken to ensure towns come up with realistic construction plans.

Mr. Moore likes that state consultants work with individual libraries on "good and sound design plans" that are more likely to be approved by the Board of Commissioners.

"We're not design experts," he said.

Once Dudley receives its grant money, it plans to relocate its library into the former town hall building. He said the current library is around 3,000 square feet, but the new design is for 16,000 square feet.

Gov. Mitt Romney has proposed a separate library construction bill as a small part of his $950 million bond bill. Mr. Romney's bill designated $72 million for library construction projects.

BOYLSTON PUBLIC LIBRARY
Board of Trustees
SPECIAL MEETING
MINUTES
June 19, 2008

Attendees: Brad Barker, Ken Linell, Richard Reardon, Letty Ridinger, Sue Therriault, and Nick Langhart, Director
Guests: Jean Therriault

Call to Order: Chair Sue Therriault called the meeting to order at 6:25 p.m.

The purpose of this meeting was to analyze the budget cuts by line item that will be required if the warrant article reducing the library's FY2009 operating budget by $15,000 is passed at the special town meeting on June 30th.

Nick had contacted the MBLC for clarification on the certification requirements and it has been determined that, if the library's budget is reduced by $15,000, Boylston will not meet the FY09 certification requirements and will lose state aid for the year.

After reviewing the FY08 year-end expenses, each expense line item was scrutinized for potential savings, recognizing that heat and electricity may exceed the proposed budget.

The Trustees approved a motion to close the library for two weeks at Christmas contingent upon the approval of a reduced budget at town meeting.

Sue agreed to draft a letter to the editor of The Banner and circulate it to the Trustees for comment prior to having it appear in the June 26th edition. She will also contact a couple of people about asking what the impact of decertification will be on the community.

Finally, with the July 4th holiday falling on a Friday, the Trustees agreed to close the library on Saturday, July 5th.

Adjournment
The meeting was adjourned at 8:45 p.m.

Respectfully submitted,
Susan A. Therriault, Chair

that
it has been decided to scrap the plans for the addition? Why are we talking about a whole new project in Hillside that is fraught with more (but different!) problems and few benefits but has the benefit of consolidating or matching incompatible needs and saving money?

Why am I getting stale/no information on the library web site? Why keep it?

Canâ€™t we save the most money, if we simply abandon our library altogether?

Shakespeare had it: To be or not to be!

If we are not going to do this right and well, and if we canâ€™t get excited about it, especially for all the compromises, I am for waiting, making a tactical retreat. Let the need, the desires grow. Let the â€œpowers that beâ€ change. And if there is going to be a town meeting on it- letâ€™s attempt to get out the vote beforehand. The naysayers, the minority, won the day last time around partly if not entirely because there was no get-out-the-vote. If people knew what was at stake, we might have won the day.

I know itâ€™s hindsight, but for us that was a painful lesson to be learned.

=

Sp BOT Notes June 19, 08

ST
LR
RK
BB
KL 7/5

N

6 25

CTC

to cut "[illegible]", not at all?

FY 09 shift

state aid / cost shift

Details of FY09 budget proposal

what are the cuts in service?

Higher class size - input on message of reduced budget

[illegible]

transcript while pic shows

[illegible]

[illegible]

[illegible]

Nurses in our PACU at Memorial Sloan-Kettering Cancer Center (MSKCC), New York, had documented that 58% of patients who underwent thoracotomy or laparotomy procedures had PACU admission temperatures that were less than 36 [degrees] C (96.8 [degrees] F). Concerned about the deleterious effects of postoperative hypothermia, we designed this study to determine if the application of reflective blankets and reflective head coverings could be effective nursing interventions in rewarming patients after surgery. We sought to answer the research question, "Is there a difference in the time patients require to reach normothermia based on which of three PACU nursing interventions they receive?" The three interventions consisted of covering patients in the PACU with

* two warmed thermal blankets and a hospital bedspread (ie, standard PACU care);

* two warmed thermal blankets, a reflective blanket, and a hospital bedspread; or

* two warmed thermal blankets, a reflective blanket, a hospital bedspread, and a reflective head covering.

We defined an effective PACU rewarming intervention as one that reduced the duration of patients' postoperative hypothermia, decreased patients' time in the PACU, increased patients' comfort levels, and decreased patients' risks for postoperative complications, and we hypothesized that the effectiveness of these three interventions would differ.

For the purposes of this study, we used the following operational definitions. We defined hypothermia as a sublingual temperature of less than 36 [degrees] C (96.8 [degrees] F), normothermia as a sublingual temperature of 36 [degrees] C (96.8 [degrees] F), and reflective blanket and reflective head covering as covers made of reflective aluminized material that are used to reduce radiant heat loss.

LITERATURE REVIEW

A primary PACU nursing intervention is to facilitate patients return to normothermia(3) Shivering increases postoperative patients oxygen demands and can cause airway obstructions and increased somnolence(4). Simultaneous metabolic response to surgery and recovery from anesthesia often result in increased metabolic rates and myocardial workloads(5). Maintenance of homeostasis is important in postoperative patients, especially those with compromised pulmonary functions who have undergone abdominal and thoracic surgical procedures and who are at risk for cardiovascular complications.

The infusion of cold IV fluids, application of cold skin prep solutions, and extensive exposure of body surfaces in the intraoperative period contribute to patients postoperative hypothermia(6). The combination of open body cavities, cool OR temperatures, and the effects of general anesthesia are significant factors in the development of intraoperative hypothermia(7).

Researchers have investigated methods to reduce intraoperative hypothermia. One study documented that administering heated humidified anesthetic gases maintained normothermic adult surgical patients body temperatures and rewarmed hypothermic adults during general anesthesia(8). A decade ago, several groups of researchers reported the effectiveness of reflective blankets in maintaining adult patients body temperatures during surgery(9). Other researchers have documented that application of reflective head coverings helps maintain neonates' body temperatures(10).

Even with intraoperative temperature-maintenance interventions, many patients arrive in PACUs with body temperatures less than 36 [degrees] C (96.8 [degrees] F). In 1980, a nurse researcher studied various interventions to rewarm 198 adult PACU patients. Sixty percent of these patients had body temperatures less than 36 [degrees] C (96.8 [degrees] F) when they were admitted to the PACU, and patients older than 60 years had significantly longer durations of hypothermia than younger patients. This researcher also noted that patients who had general anesthesia returned to normothermia faster than those who had

Content provided in partnership with
THOMSON
GALE

BOYLSTON PUBLIC LIBRARY
Board of Trustees
MEETING AGENDA
Wednesday, June 11, 2008, 7:00 p.m.

Call to Order

Approval of meeting minutes of May 14 and June 4, 2008

Treasurer's report
- Receipt of $325.86 from CD antitrust litigation from Attorney General
- Converting Treasurer's bond to Letty

Director's report
- Memorial Day events, book sale, removal of extras
- Automation: graphics for new patron cards
- Obsolete computers were recycled in Worcester May 14
- A/C units installed June 4
- ARIS meeting June 11 at CMRLS, Shrewsbury

Old Business
- Report on meetings with Selectmen on FY'09 operating budget reductions
- Acceptance of Design Masonry' reduced bid for exterior trim scraping & painting

New Business
- Nomination and Election of Officers of the Board for FY'09

Adjournment

Attachments:
- Minutes of May 14 and June 4, 2008
- Librarian's report for May
- Children's Room report
- Centralities

Katie's 5K
Memorial Day Road Race
Registration Form

In memory of Katie Chalifoux

All race proceeds support our war veterans through Mass Veterans, Inc.

Clinton Savings Bank

Generous support provided by Clinton Savings Bank and Boylston Parks & Recreation

Date / Time: Monday, May 26 2008, 9:00am. Race day registration 8:00 – 8:45 am.
First Congregational Church, 10 Church Street, Boylston 01505

Course: 5 kilometer loop begins at Boylston Common. Course follows Main, East Temple, Sewall, and School streets to reconnect with Church Street. ***Walkers welcome!***

Awards: Cash prizes to the first male and female overall and well as in the following age categories: 0-12; 13-19; 20-29; 30-39; 40-49; 50-59; 60+

T-Shirts: Free to first 100 race registrants

Entry fee: Pre-register by May 19th: $7.00 for children up to 12; $15.00 for 12 and older
Race day: $7.00 for children up to 12; $20.00 for 12 and older

Checks payable to: Boylston Parks and Recreation
Mail pre-entries to:
Katie's 5K Memorial Day Road Race
Boylston Parks and Recreation
221 Main Street, Boylston 01505

Information: Margot McGimpsey, margot_mcgimpsey@yahoo.com

This registration form is complete only when accompanied by a signed and dated Town of Boylston, Release from Liability and Indemnity Agreement

---

Name (print) _____ Age: _____ Sex M F

Address _____ State _____ Zip _____

Date of birth _____ T-shirt size S M L XL email: _____

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Friday, June 13, 2008 5:18 PM

To: 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; Richard Reardon (RJReardon1@aol.com); 'Sue Therriault (E-mail)'

Subject: draft minutes of BOT meeting June 11, 2008

BOYLSTON PUBLIC LIBRARY
Board of Trustees
MEETING MINUTES
Wednesday, June 11, 2008
Town Hall

Attendees: Brad Barker, Ken Linell, Richard Reardon, Letty Ridinger, Sue Therriault, and Nick Langhart, Director
Guests: Jean Therriault

Call to Order: Chair Sue Therriault called the meeting to order at 8:32 following a special Selectmen's meeting. Minutes approval, treasurer's report, and director's report were differed due to the late start.

Old Business
Sue indicated that we would consider two matters, the approval of Designed Masonry's reduced bid for exterior trim scraping and painting and the impact of the Selectmen's proposed reduction of $15,000 from the FY'09 library budget, to be presented as part of a reduced FY'09 municipal budget at a Special Town Meeting June 30, 2008.

Nick proposed acceptance of a reduced bid from Designed Masonry to scrape and repaint all exterior wood trim on the library. They originally bid $7,450 for the work but have agreed to $6,600. To begin promptly, they need to rent an aerial lift and need a Trustees check for $2,500 for this, which was agreed to. Nick will assess the Article #33 Library Repairs account for the full amount, $2,500 to reimburse the Trustees and $4,100 to be paid to Designed Masonry at completion of the work. Approved.
[This will leave $17,295 in the Library Repairs account]

On the loss of $15,000 from the library operating budget, it was understood that we could maintain a level of service that would maintain state certification but that we will not be eligible for state aid, an annual unrestricted award of slightly less than $5,000/year, in effect, a $20,000 reduction. Sue distributed an analysis of the state requirements for certification and state aid and Nick passed out a preliminary operating budget of $42,100 ($42,100 operating + $100,390 wages = $142,490, the Selectmen's total for the library).
In finding supplemental monies for FY'09, it was noted that Article #33 funds could be used for the operating line 'Equipment and repairs' as appropriate; that existing state funds [now at about $20,000] are available for any use; that we will not be able to afford the increased C/W Mars assessment for full membership (so automation cannot be implemented) in FY'09; and that there will not be sufficient funds to print the Binder but that it might be incorporated into the website as a PDF file. Library materials funds can be drawn as needed from the six trust funds that are restricted to that use as well.

Recognizing that there are strategic implications in implementing such a reduced budget and that more discussion would be needed as well as to prepare for the Special Town Meeting, the Trustees agreed to meet again on Thursday, June 19, 2008 at 6:00 at the library.

Nick gave Letty a check for $325.86 for deposit in the Trustees account from the MBLC. This is our share of the state attorney general's antitrust suit against CD producers, and closes the case. This money is intended for use related to music collection materials or music activities within the library.

Adjournment
The meeting was adjourned at 9:12 p.m.
Respectfully submitted,
Nick Langhart, Director

Town of Boylston
PO Box 744
221 Main Street
Boylston, MA 01505

Town Treasurer

Memo

To: All Departments

From: Ellen McKay

Date: June 23, 2008

Re: Year-End

The end of the fiscal year is coming!!!

Please remit all receipts on hand on or before June 30. Remember, we won't be open the evening of June 30 due to the Special Town Meeting.

BOYLSTON PUBLIC LIBRARY
Board of Trustees
MEETING MINUTES
Wednesday, June 11, 2008

Attendees: Brad Barker, Ken Linell, Richard Reardon, Letty Ridinger, Sue Therriault, and Nick Langhart, Director
Guests: Jean Therriault

Call to Order: Chair Sue Therriault called the meeting to order at 8:32 p.m. following a special Selectmen's meeting. Minutes' approval, treasurer's report, and director's report were deferred due to the late start.

Old Business
Sue indicated that we would consider two matters, the approval of Designed Masonry's reduced bid for exterior trim scraping and painting and the impact of the Selectmen's proposed reduction of $15,000 from the FY'09 library budget, to be presented as part of a reduced FY'09 municipal budget at a Special Town Meeting June 30, 2008.

Nick proposed acceptance of a reduced bid from Designed Masonry to scrape and repaint all exterior wood trim on the library. They originally bid $7,450 for the work but have agreed to $6,600. To begin promptly, they need to rent an aerial lift and they need a Trustees check for $2,500 for this rental, which was agreed to. Nick will assess the Article #33 Library Repairs account for the full amount, $2,500 to reimburse the Trustees and $4,100 to be paid to Designed Masonry at completion of the work. Approved. After this expense, the Library Repairs account will be $17,295.

On the loss of $15,000 from the library operating budget, it was understood that we could maintain a level of service that would maintain state certification but that we will not be eligible for state aid, an annual unrestricted award of slightly less than $5,000/year, in effect, a $20,000 reduction. Sue distributed an analysis of the state requirements for certification and state aid and Nick passed out a preliminary operating budget of $42,100 ($42,100 operating + $100,390 wages = $142,490, the Selectmen's total for the library). In finding supplemental monies for FY'09, it was noted that Article #33 funds could be used for the operating line 'Equipment and repairs' as appropriate; that existing state funds [now at about $20,000] are available for any use; that we will not be able to afford the increased C/W Mars assessment for full membership (so automation cannot be implemented) in FY'09; and that there will not be sufficient funds to print the Binder but that it might be incorporated into the website as a PDF file. Library materials funds can be drawn as needed from the six trust funds that are restricted to that use as well.

Recognizing that there are strategic implications in implementing such a reduced budget and that more discussion would be needed as well as to prepare for the Special Town Meeting, the Trustees agreed to meet again on Thursday, June 19, 2008 at 6:00 p.m. at the library.

Nick gave Letty a check for $325.86 for deposit in the Trustees account from the MBLC. This amount is our share of the state attorney general's antitrust suit against CD producers, and closes the case. This money is intended for use related to music collection materials or music activities within the library.

Adjournment
The meeting was adjourned at 9:12 p.m.

Respectfully submitted,
Nick Langhart, Director

Center
for Mindfulness/Stress Reduction). I can imagine Gough House reaching out far beyond our local environment as well and connecting with other organizations. Boylston residents would/should be proud to host such an endeavor.

But I cannot imagine how Gough House can work more than peripherally and
marginally to satisfy Boylstonâ€™s library needs. In fact it confuses and detracts from both missions.

As I said at the meeting, I feel like a radical in saying that I/ we feel strongly that the library belongs in the center of town. And I feel strongly that the center of town needs the library to anchor it, give it meaning. This is not a money issue. Itâ€™s a value. A police station in the center of town (as someone suggested, trying to be helpful) says something different than a library especially in that place, about the town. A town center is itâ€™s face to the world. I asked (selectman Stanton) , do we want to vacate it?

What the meeting did for me was make me realize how serendipitously the town has been planned and grown. And it suffers from that and will continue to in my opinion.

Consequently, since we have the Hillside property, we have to figure out how to use it to make it fit our needs. Perhaps it would have been better as a park with a lovingly restored Historic house on the property that had with a meaningful local and possibly national purpose. Instead we are trying to solve all sorts of disparate problems by lumping them together and confusing people. In the process, to save money and get rid of the problem or force it to happen we are trying to figure out how to combine two projects that have little synergy it seems to me.

Another problem I have with the Hillside property for a library site is how difficult and out of the way it will be to get there, up a narrow winding road, especially in the middle of winter. Will seniors go there? Will I go there? I don't think so.

The library on the other hand has failed to paint a good enough

June 1 2009 Selectmen's special meeting

5 Selectmen
S.O., asst
Lawyer
5 Trustees
JT
Wakeham
J. Pelham

Sp BoT 5 trustees, JT, LL
832

↔ Ck w/ Ellen on the DM amount

1) DM issue MS for +P $ to do DM proposal w/ scope ck from BoT

Selectmen not
2) using #33 for E&R FY'09.

Impact of State Aid calculations

~~Should we use numbers for ptg?~~

State Aid is available on

No Bonds, no contribution, etc (public input)

Expand the $4,455 to buy for next year

Need a mtg to plan for 6/30 STM: ck 6/19 SBOT 6pm LIB
on this FY09 budget

ck to LR re: CD audit+mst, $325.86

q's

JULY | JUILLET | JULI

Higgins 1

SUNDAY DIMANCHE SONDAG	MONDAY LUNDI MONDAG	TUESDAY MARDI DINSDAG	WEDNESDAY MERCREDI WOENSDAG	THURSDAY JEUDI DONDERDAG	FRIDAY VENDREDI VRIJDAG	SATURDAY SAMEDI SATERDAG
		1 Canada Day	2	3	4 Independence Day, U.S.	5
6	7	8	9	10	11	12
13	14 Fête Nationale	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

AUGUST

S	M	T	W	T	F	S

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]
Sent: Thursday, June 05, 2008 3:37 PM
To: Sue Therriault (susan_therriault@msn.com)
Subject: Draft minutes of emergency Board of Trustees meeting June 4, 2008

Sue,

For your edit, comments, additions…

N

BOYLSTON PUBLIC LIBRARY
Special Meeting of Board of Trustees
Wednesday, June 4, 2008

Attendees: Ken Linell, Rich Reardon, Letty Ridinger, Sue Therriault and Nick Langhart, Director

Guests: Fran Brissette, Donna DiPilato, Maureen Rafferty Linell, Sarah Scheinfein, Jean Therriault

Call to order: Sue Therriault, Chair, called the meeting to order at 7:00 p.m.

The purpose of this special Trustees meeting was to review the June 2 Selectman's meeting and to respond with some FY'09 operating budget reductions as requested by Thursday, June 6. The Selectmen have announced a Special Town Meeting for Monday, June 30, 2008 to vote on a revised municipal budget for FY'09. Reductions in the amount of $110,000 are being asked of town departments (and a like amount from the schools) because of the defeat of the school override request at the Annual Town Meeting in May. They will attempt to set the reduced budget at a Selectman's meeting Monday, June 9.

Nick reviewed the state (MBLC) regulations regarding certification of a public library and presented a budget with line item reductions of operating expenses that would maintain the MBLC's Municipal Appropriation Requirement, a list of prioritized program cuts, an accounting of the costs of staffing on Saturdays and/or evenings and an accounting of the funds spent and available from Article #33 (May,'07 free cash grant for building repairs of $40,000).

After discussion and phone calls, it was moved and seconded to notify the Town that the library was prepared to reduce the FY'09 operating budget by $3,150 (2%) to be taken from expenses section of the proposed budget. Approved unanimously.

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Nick Langhart, Director

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505
508-869-2371

June 26, 2008

Dear C/W MARS Library Director:

The C/W MARS Executive Committee and Users Council voted to institute a policy of producing Annual Agreements that each member library signs at the start of the new fiscal year.

This is an agreement, not a contract, and should be signed by the Library Director. If the Director's position is vacant, it should be signed by the Chair of the Library Trustees or institutional governing authority.

The purpose of this Annual Agreement is to clarify responsibilities of both Central Site and Member Libraries. It highlights major network policies in terms of resource sharing, data conversion, and adherence to the policies established by the membership. It also records the number and type of ports used by each library and indicates the "not-to-exceed" fee for each member. That fee will increase only if additional ports are added during the fiscal year. Finally, it also explicitly acknowledges that C/W MARS is authorized to apply for E-rate funds for telecommunications (data circuits) of behalf of the member library.

Please sign and date the attached Annual Agreement after carefully reviewing all the port information for your library. Return this Agreement upon receipt to me, Liz Berube, C/W MARS, 67 Millbrook Street, Suite 201, Worcester, MA 01606, or via van delivery or U.S. Mail (please return original copy, no faxes please). Your library will receive a copy of the signed Agreement once it has been returned with the appropriate Member Library signature, reviewed, and signed by Joan Kuklinski, Executive Director. Feel free to contact me if you have any questions.

Also enclosed, please find an invoice for your libraries FY09 Annual Membership Fee

Cordially,

Liz Berube
Administrative Assistant

Enc.

67 Millbrook Street • Suite 201 • Worcester, MA 01606 • tel: (508) 755-3323 • fax: (508) 755-3721

BOYLSTON PUBLIC LIBRARY
Special Meeting of Board of Trustees
Wednesday, June 4, 2008

Attendees: Ken Linell, Rich Reardon, Letty Ridinger, Sue Therriault and Nick Langhart, Director

Guests: Fran Brissette, Donna DiPilato, Maureen Rafferty Linell, Sarah Scheinfein, Jean Therriault

Call to order: Sue Therriault, Chair, called the meeting to order at 7:00 p.m.

The purpose of this special Trustees meeting was to review the June 2 Selectman's meeting and to respond with some FY'09 operating budget reductions as requested by Thursday, June 6. The Selectmen have announced a Special Town Meeting for Monday, June 30, 2008 to vote on a revised municipal budget for FY'09. Reductions in the amount of $110,000 are being asked of town departments (and a like amount from the schools) because of the defeat of the school override request at the Annual Town Meeting in May. They will attempt to set the reduced budget at a Selectman's meeting Monday, June 9.

Nick reviewed the state (MBLC) regulations regarding certification of a public library and presented a budget with line item reductions of operating expenses that would maintain the MBLC's Municipal Appropriation Requirement, a list of prioritized program cuts, an accounting of the costs of staffing on Saturdays and/or evenings and an accounting of the funds spent and available from Article #33 (May,'07 free cash grant for building repairs of $40,000).

After discussion and phone calls, it was moved and seconded to notify the Town that the library was prepared to reduce the FY'09 operating budget by $3,150 (2%) to be taken from expenses section of the proposed budget. Approved unanimously.

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Nick Langhart, Director

picture to everyone who would support it, who would potentially support it more, it seems, of what it could be or do for the town. Even if you do not think to use the library, (or care about it) just having it visibly in the center is a point of pride. But wouldnâ€™t that be more inviting, welcoming than having it tucked away at the end of a long drive on top of a hill 2.5 miles from the center? Who will drive by and see a sign about an event or attraction? Who would have the impulse to come in and browse on the way elsewhere?

Do we want to have a book club? Do we want to have a decent childrenâ€™s room such that we would be proud to invite a professional storyteller? Do we want to have the ability for this community to access periodicals, and articles through online subscriptions? Do we want to have a place (free of mildew and mold) where kids can go after school and do research? Do we want a place for meetings, lecture series, movies, slide shows, small exhibition cases?

If you tell people about raising their taxes, or if you ask them for donations, you have to offer them something for it. Arenâ€™t these possibilities attractive? Why is this so hard? Do we have a marketing problem?

So far for those of us who have eagerly supported the library addition, have had only disappointment. And as I have said before, I can only imagine the frustration of those of you who have spent so much time on this. Some supporters may even feel that the money they gave has been wasted and there is nothing to show for it. And when you look into the reasons why, no reason seems very strong. Itâ€™s something about not being able to get two variances from the Zoning Board (something that every town but ours seems to know how to get around when they want to do something badly enough) and now I hear there are issues from the planning board(?) and the historic district commission(?).

Do we or do we not want a decent library? Do we or do we not want it located in the center of town? If so are we willing to fight for it, to fight the few locals who happen to live in the center who think they own it?

Why did we not buy the Mooreâ€™s house? Why did I read in the Banner

Special BOT – NOTES 6/4/08

4th July?

JT
LR
RR
KL
NL
JT
MRL
SS
DDP
FB

7:00 STM 6/30.

Consensus to offer $15,000 of Article 33 before expenses

"Plan B" JT suggests adding 9K from 33, than 7,700 expenses.

→ ck ~~p~~decent policies of: WB, Worc, Clinton
Berlin, Bolton N'boro

Move - Reduct $ for Jn 1) #33, $15K 2) add 9,000
3) option ~~7,690 from FY '09 expense~~ than Sp BOT as necessary for further reductions

FY09 2% reduction on expenses of 157,000

8:25

Central Massachusetts Regional Library System Inc.
Continuing Education Policy

CMRLS member library staff receive priority for attendance at Central Region programs, then member library staff from other Regions. If space is available, non-member librarians may register for programs at market cost.

If programs are designated to meet the needs of one library type or function, member librarians of that group will receive priority over staff of others.

Registrations are taken on a first come, first served basis, limited to one person per library if oversubscribed; participants will be notified if their requests can not be accommodated.

If staff can not attend a program for which they have pre-registered, CMRLS must be notified 24 hours in advance in order to allow someone else to attend. An individual who does not attend an event for which s/he has registered and does not call CMRLS to cancel at least 24 hours in advance will receive the lowest priority for registration for programs in that season's schedule.

All programs are subject to cancellation if registration is low. Registrants will be notified as soon as the decision to cancel a program has been reached.

In the event that a member did not register for a program but wants to attend, s/he should call the CMRLS office to confirm that there is space available and that the program is being held as advertised. Staff should not attend the program without first registering.

CMRLS will survey member libraries at least annually to determine continuing education needs and interests. Suggestions are welcome at any time.
In the event of inclement weather, if the Worcester Public Schools are canceled, the CMRLS workshop will be canceled. Local radio stations will carry the announcement. A message will also be recorded at CMRLS' main telephone number after 7:00 a.m.

Anyone requiring Americans with Disabilities Act accommodations should register their needs with CMRLS at least 14 days before the date of the workshop.

Revised December 20, 1999

BOYLSTON PUBLIC LIBRARY
Board of Trustees, Foundation Board, Friends of the Library
JOINT MEETING AGENDA
Wednesday, May 14, 2008, 7:00 p.m.

Call to Order
Welcome to Rich Reardon

Approval of minutes of April 9, 2008

Treasurer's report
Receipt of $2,400 for C/W Mars automation start-up fee from BPLF

Correspondence:
From Angelo Scola: Thank you

Report from Friends – Wendy
Report of 5/4 backroom clean-up
Additional after hours clean-ups to be scheduled with library
Nicole LeDuc asking for library work for Girl Scout Silver Award program
Memorial Day book sale, etc., update
'Go Green' initiative being planned

Report from Foundation - Lynn
Request for enumeration of pending funding requests
Memorial Day planning update

Director's report
Reorganization/weeding of adult collection
FinComm/Selectmen's budget deliberations
Automation
Article 33 building repairs

Old Business
Status of new library committee
Need for 6th trustee

New Business
Shall we meet in July and August?

Adjournment

Attachments:
Minutes of meeting of April 9, 2008
Librarian's report for April
Children's Room report
Centralities

BOYLSTON PUBLIC LIBRARY
Joint Meeting Agenda
of
Board of Trustees, Foundation Board, Friends of the Library
Wednesday, May 14, 2008, 7:00 p.m.

Attendees: Brad Barker, Ken Linell, Richard Reardon, Sue Therriault, and Nick Langhart, Director.

Guests: Lynn Butler, Wendy Lonstein, Jean Therriault

Call to order: The meeting was called to order at 7:05 p.m.

Approval of minutes: Motion was made and seconded to approve the minutes of April 9, 2008. Approved.

Treasurer's report: In the absence of Letty Ridinger, there was no treasurer's report for May. Nick thanked the Foundation for the donation of $2,400 for the start-up fee needed for the C/W Mars automation project.

Correspondence: Nick read a thank-you letter from Angelo Scola re: his retirement from the Board

Report from Friends – President Wendy Lonstein:
- 6 volunteers cleaned up the downstairs workroom Sunday May 4th. The Friends would like to continue to do sorting and cleaning on Sundays and asked if they could borrow a key and alarm code on a case-by-case basis by making the necessary arrangements with the Library Director. The Trustees and Library Director agreed to this procedure. They will next tackle the attic. Trustees thanked them for their efforts.
-Memorial Day: Wicked Good Cookies will be using one-half the parking lot this year (antique cars will use the other half) so that kids can decorate cookies, with any donations going to the library. They are preparing punch cards - each time a book is borrowed, you get one punch; 5 punches will earn a free cookie.
-Nicole LeDuc's Girl Scout Silver Award project: the troop is available one weekend in June. Lynn proposed that they could do book arranging in the children's room and remove for cleaning the main floor curtains and perhaps wash the inside of the windows. It was suggested that photos be taken for the Banner. It was moved and seconded to endorse the proposed library work by the Girl Scouts toward the Silver Award.
-"Go Green" Initiative: The Friends with the Foundation are proposing a library-based series of programs of themed events about environmental awareness starting in January and culminating next April with National Library Week, Earth Day and the promotion of the new bar-coded library cards. The Foundation's Development Committee will start planning; already they are thinking of making the February Appeal Valentines in green.

12/23/05

Charlton awards library contract 12/23/05

CHARLTON — Construction on the addition and renovation of Charlton Public Library is expected to start next month.

The library's board of trustees awarded a contract on Wednesday for the $6.8 million project to low bidder Barr Inc. of Putnam for $5,288,000, which is within estimates, said Stefan Sage, chairman of the board of trustees.

Mr. Sage said in a telephone interview last night he expects formal signing of the contract next month. Eight bids were received and the next lowest bidder was $16,000 more, he said.

J. Stewart Roberts of J. Stewart Roberts Associates Inc. of Somerville is architect. Project manager is Richard Marks of Daedalus Projects Inc. of Boston.

Estimated construction time is 18 to 24 months, Mr. Sage said.

At the 2001 annual town meeting, voters approved $3.7 million for the project. The library is to be enlarged from 1,100 square feet to 22,800 square feet. Early this year, the Massachusetts Board of Library Commissioners awarded a $2.4 million grant for the project. The grant hinged on volunteers being able to raise $1 million, which had not been accomplished at the time the state board awarded the grant.

When a groundbreaking ceremony was held earlier this month, volunteers had raised $1.025 million, capping a four-year fundraising campaign. That group is to dissolve at the end of this year.

$250.00/SQ. FT.

TOWN OF CHARLTON

LIBRARY $6.8 MILLION PROJECT

BID $5.2 MILLION

BUILDING IS 1,100 SQ FT. INC. TO 22,800 SQ FT.

INCREASE OF APPROX. 21,700 SQ. FT

21,700 SQ FT

X $250/SQ. FT

$5425,000

BOYLSTON LIBRARY

12,000 SQ. FT. @ $250.00/SQ FT. = $3,000,000 APPROX.

Report from Foundation – President Lynn Butler:
- Memorial Day: The Foundation will have its canopy tent in the front and will be signing up subscribers for InTheLoop, seeking donations and giving away free balloons. The donor boards are almost ready. The finance committee will be meeting with their broker next Tuesday to consider the reinvestment of the large CDs. They wish to have some spending guidelines from the Trustees re: when and how much may be requested for ongoing library projects and when funds might be needed so they can make the optimum investment decisions. The concern is for large amounts; needs for $2,500 or less can be raised as needed. Currently, the Foundation has raised about $7,500 of the $15,000 goal.

Director's report - Nick Langhart:
-Nick described the current reorganization and weeding of the adult collection that has freed up space in the Reading Room.
-Discussed with Sue Olsen the impact of the school override defeat on May 12; there will have to be more cuts in Town operating budgets but, hopefully, staff cuts can be avoided. Sue was sent the MBLC regulations for support to maintain certification.
-Automation progress has been slowed by the need to do more retrospective conversion. We are ordering new patron cards from C/W Mars.
-Article #33 building repairs: 1. received a bid for finishing exterior trim scraping and painting from Designed Masonry and will seek another. 2. Sonitrol has been asked to add a fire detection and alarm to the existing intrusion system. They will consult with the fire dept. Nick has also asked the fire dept to test the present smoke detectors and panel, this will occur this week. 3. Jonathan Richmond has been asked for advice about the front doors and the planning for an accessible bathroom. He will do some pro bono work on this but dates for a visit have not been set.
-Recycle Day in Worcester is this Saturday for the drop off of obsolete computers and related hardware. We are eligible and Nick will take about 25 pieces from the attic.

Old Business:
The request for a timeline for library projects fundable by the Foundation sparked a lively discussion about to what extent we should invest in the present library based on our tenure and the funds available. We should engage an architect/planner to analyze the existing conditions and prepare a prioritized assessment. Sue suggested we look at Oakham's library to see what interior renovations they have done recently. Accessibility remains a major issue. $25,000 was suggested for the consultant and c. $175,000 for improvements, not necessarily restricted to building issues but also for service upgrades. We envision spending this over the next 12 to 18 months. Other funds should be reserved for a major future project (beyond 3 years). There is also the possibility of applying to the Fuller Foundation. It was moved and seconded to recommend to the Foundation that we will need about $175,000 for a consultant and for improvements over the next 18 months and reserving another $175,000 for future needs beyond 3 years. Approved. We will invite the Foundation's Finance Committee and/or Board of Directors to our June Trustees meeting if they have any questions about these plans and arrangements. Brad indicated that his new Planning Committee could not begin work until July. Nick thought that we should consider beginning a Long Range Planning effort in the fall since there are building, technology and program initiatives now on the table

12/25/[illegible]

Charlton awards library contract 12/23/05

CHARLTON — Construction on the addition and renovation of Charlton Public Library is expected to start next month.

The library's board of trustees awarded a contract on Wednesday for the $6.8 million project to low bidder Barr Inc. of Putnam for $5,288,000, which is within estimates, said Stefan Sage, chairman of the board of trustees.

Mr. Sage said in a telephone interview last night he expects formal signing of the contract next month. Eight bids were received and the next lowest bidder was $16,000 more, he said.

J. Stewart Roberts of J. Stewart Roberts Associates Inc. of Somerville is architect. Project manager is Richard Marks of Daedalus Projects Inc. of Boston.

Estimated construction time is 18 to 24 months, Mr. Sage said.

At the 2001 annual town meeting, voters approved $3.7 million for the project. The library is to be enlarged from 1,100 square feet to 22,800 square feet. Early this year, the Massachusetts Board of Library Commissioners awarded a $2.4 million grant for the project. The grant hinged on volunteers being able to raise $1 million, which had not been accomplished at the time the state board awarded the grant.

When a groundbreaking ceremony was held earlier this month, volunteers had raised $1.025 million, capping a four-year fundraising campaign. That group is to dissolve at the end of this year.

$250.00/SQ. FT.

TOWN OF CHARLTON

LIBRARY $6.8 MILLION PROJECT

BID $5.2 MILLION

BUILDING IS 1,100 SQ FT. INC TO 22,800 SQ FT.

INCREASE OF APPROX. 21,700 SQ. FT

21,700 SQ FT

X $250/SQ FT

$5425,000 TOTAL COST

BOYLSTON LIBRARY

12,000 SQ. FT. AT $250.00/SQ FT. = $3,000,000

which will need to be evaluated together. We will use the summer months to prepare for this.

The need for a sixth Trustee was discussed. It was decided to place a request for responses in InTheLoop.

New Business
A calendar of Trustee meetings for the July, 2008 to June 2009 period was presented. It was moved, seconded and approved to accept the calendar. Brad Barker cannot attend the July meeting so it was moved and approved to make the July meeting on the 16th instead of the 9th as listed.

Sue reminded the Trustees that Board officers will be elected at the June meeting.

Meeting adjourned at 9:25 p.m.

Respectfully submitted,
Nick Langhart

Charlton awards library contract 12/23/05

CHARLTON — Construction on the addition and renovation of Charlton Public Library is expected to start next month.

The library's board of trustees awarded a contract on Wednesday for the $6.8 million project to low bidder Barr Inc. of Putnam for $5,288,000, which is within estimates, said Stefan Sage, chairman of the board of trustees.

Mr. Sage said in a telephone interview last night he expects formal signing of the contract next month. Eight bids were received and the next lowest bidder was $16,000 more, he said.

J. Stewart Roberts of J. Stewart Roberts Associates Inc. of Somerville is architect. Project manager is Richard Marks of Daedalus Projects Inc. of Boston.

Estimated construction time is 18 to 24 months, Mr. Sage said.

At the 2001 annual town meeting, voters approved $3.7 million for the project. The library is to be enlarged from 1,100 square feet to 22,800 square feet. Early this year, the Massachusetts Board of Library Commissioners awarded a $2.4 million grant for the project. The grant hinged on volunteers being able to raise $1 million, which had not been accomplished at the time the state board awarded the grant.

When a groundbreaking ceremony was held earlier this month, volunteers had raised $1.025 million, capping a four-year fundraising campaign. That group is to dissolve at the end of this year. $250.00/SQ.FT.

TOWN OF CHARLTON

LIBRARY $6.8 MILLION PROJECT

BID $5.2 MILLION

BUILDING IS 1,100 SQ FT INC. TO 22,800 SQ FT.

INCREASE OF ANNEX. 21,700 SQ FT

21,700

X $250/SQ. F

$5,425,000 +/-

BOYLSTON

$250 [illegible] = $3,000,000 +/-

BOT Mtg Notes 5/14/08

1

705. minutes, MSP

Treas: statement - pat

N Depot of $3,400 from Tom
Angela TY letter sent

Weekly - Funds:
clean-out of workroom. Asking to clean off hands
of board key. → call Sanford on sp code.
Consider exterminator to rule out rat or hi-frequency tones. Next area is attic-

Memorial Day, wicked cookies have ½ pkg (cardfuc cows on other half)
+ Dan kids donate cookies. Purchased for kids homework + recess
cookies (3 packs). Donations rec'd.

Large GS proj: can be hard on everyone when worked. Notify
-type clean customs + work influences upstairs, keep people there.
motion for GS to work here. MSP. Take pics pr to mtg.

Go green initiative: days must be kept up w/, ie write sunday for use of boards,
automation, lib week, Earth Day, etc. Themed events returning in Jan. bb passed
Dev Comm of Edu, "green" valentines Day for Annual Appeal.

Upm - Edu: Mem Day: canopy - Lights by registry. Annual appeal mgmt's
decorations. balloons free. Dev: Donor boards ready almost. Tom to get me
of books, need to remove from bd. Lib: Looking for matching funds for
Lib projects. BTS - Strengthened projects with need funding, generally
received. Current Bd members met the investment goals for the bulk of the
$. Small cuts can be restored easily). Comm fund raising is at $7500 of
15K goal.

CF
FL
BC
Barb Fowler
NL
CT
Wesley

decision."

In this era, when the ACLU and its radical allies are pushing U.S. Courts to adopt international law to amend, rewrite, and even overrule our American constitution, this case reminds us of how blessed we are to be American citizens. We pray in Jesus' name and ask you to join us, that we not only can help Mr. Li, but set a precedent for sanity here.

Dis Dpt

- draft recog of collection. Dist 1 [illegible]
- Closure, Respo to S.O, re stabilization.

Dispo of Fdn winding - what assist - what costs?

KL - a contractor/audit re surplus plant bldg - an assessment, free left.

BB need confirm of bldg - town. KL could do that much that above can be reduce funding. ST may want to look at Cahlan. KL Letter received. BB Same under - says will review. JF if contracted to appropriate would be asked back. Rather, set up more feasible ways that would return those restricted funds. BB part would decide for consultant + recommends KL - we can do a audit. 3 yrs now for investments, issue of new Dr developments may improve marginal finances. In 3 yrs what to cost will be known, other options may not be available. BB - Fdn likely not for many years, more than three. KL - keeping Cahlan expression in the forefront as need in town. The Green proposal is going there. BB - how do we use the available $ for Cahlan Dist hospital. ST - the consultant probably post 175 hard and get as much as building. Do we want to wait to future vote bldg, or for those re, Role of Auditor the great water - can we use? ST - what's the feasibility of Fdn exploring FY 09? BB/ST, no effect. JF Finance would not operating under BB - need to fix the interior molding. TF need to consider for town in next 2 months BB - do we want to remove this bldg or not? Cost each not Fdn's. If could would you do? Non facility not likely soon. Non prog/proj will interrupt the needs, 1) look for consultant to assist BB KL - consultant for things to prioritize, how to spend, no more for bldg around Not 200K too much. HGC some in reserve for some future proj. BB - 75K for consult, 50K for 12-18 mo, more at the end for past 3 yrs. working from consultant's priority list. Then a potential Fuller grant. more. ask from 25K about - town (consultant) 150K recom 18 mo time period, 175K on 3 yr plan. Fdn notify of Fdn Dir to talk to propose. BB no NLRP Fdn Atty NL proposes a LRP. ST/BB lets use Summer for preparing for

Gail and Nick Langhart

From: "Roger & Carol Parent" <jakelaney@afo.net>
To: "Gail and Nick Langhart" <langhart@comcast.net>
Sent: Wednesday, September 21, 2005 4:35 PM
Subject: Prayer Request for Xiaodong Li

Below, pls find the story of the US *DENIAL* of asylum to a persecuted Chinese Christian. ADF stands for the Alliance Defense Fund which has an excellent legal reputation as well as being highly respected in the worldwide Christian community.

Thank you, Carol

ADF Attorneys Represent Persecuted Chinese Christian Denied Asylum by Courts in the United States…

As many of you are aware, religious freedom varies greatly in the world's most populous nation, and is practically non-existent in some parts of Communist China.

In much of that country, worship is only permitted in "official" state-sanctioned "churches" – where some of the Bible is censored and almost all church officials are appointed only with government approval. As a result, these "churches" are rejected by millions of believers there who in many cases worship in underground "house churches" instead. A recent article in World magazine found at http://www.worldmag.com/displayarticle.cfm?id=10795 gives some general background on the struggle there.

Xiaodong Li of Ningbo is one such Chinese Christian. In 1995, Mr. Li, an Evangelical, was arrested for holding an illegal church service in his home on Sundays and was interrogated at length by the local police department for "being a reactionary." He was then handcuffed, kicked, and beaten with an electrified bar when the Chinese police didn't like his

& IRP in the fall.

~~Redistrict~~ submission

Hit 33 repairs

recycle day Sat, rain

6th Twelve — OTL for Twelve ~~6th~~ adv

FY'08 BOT calendar needs

→ no BB on July 4. move to 7/11

@ 25

responses to their questions. Li was then jailed for five days and forced to clean public toilets without pay for his "crime."

Miraculously, Mr. Li was able to obtain a Visa and left China because he feared further torture and imprisonment, and sought asylum in the United States.

In a strange twist of the laws between nations, despite the findings of these facts by a federal court and uncontradicted testimony, a federal appellate court ruled early last month that Mr. Li's request for asylum be DENIED under the Convention Against Torture Act, and that he be returned to China, where he would face two years of imprisonment. You can read their decision at http://www.telladf.org/UserDocs/LiDecision.pdf.

Interestingly, just a few days after this decision, another federal appellate court GRANTED asylum to a Mexican national on the grounds that his voluntary practice of homosexual behavior could subject him to persecution in Mexico.

ADF allied attorneys will now represent Mr. Li in his appeal, requesting a review en banc by the full appellate court. If denied, the case will be appealed to the United States Supreme Court.

ADF Senior Legal Counsel David Cortman, who is representing Mr. Li, says: "The court erred as a matter of law and as a matter of human rights. This is one of the most-clear cut cases imaginable, and the torture and persecution for merely being a Christian who wants free worship are undisputed. We just hope that fear of political embarrassments did not play a role in this terrible

ST
KL
BD
AS
MP
N
WL
JT B

BOYLSTON PUBLIC LIBRARY
Board of Trustees
MEETING AGENDA
Wednesday, April 9, 2008, 7:00 p.m.

Call to order

Approval of minutes of March 12, 2008

Treasurer's report
$20 library fine to 'library' from Cole $6,509.45?

Correspondence:
From MBLC: 1) Supplement to FY'09 state aid of $107.46 (FY'09 total now is $4,945.60)
2) Match of $572.59 for Fdn/Friends fundraising of $11,613.50 (1/1/07-6/30/07)
From IBM Foundation: $75 matching gift donation re: Mecca contribution

Director's report
National Library Week is April 13 to 19
To help town's FY'09 budget deficit, expense cuts listed for Selectmen's review April 7 & 14
Report on April 7th Selectmen's meeting

Old Business
Status of new Library Planning Committee: Dtsc of low circ
ST: open mtgs, posted, SB- WR not yet. → send KB JK's e-m

New Business
Recognition of outgoing Trustees Nom LR as Treasurer MSP
New Trustee suggestions
Rich Reardon to be asked by KL
Adjournment Christmas stroll by ST

Attachments:
Minutes of meeting of March 12, 2008
Librarian's report for March
Children's Room report
Boston Globe, "Two towns weigh privatizing libraries", 3/20/09
Centralities

dist of MBLC

→ Sr newsletter submission regularly - MP
3x/yr, simple
things the Srs would like

→ Forward MBLC privatization e-m

- WL: Memorial Day 5/26/09
Pony rides 12-2 Sat 24th for
Bake box shift. Bks $1/-; also book
bags $5 & 10. Sandwich board. Jackets
Lifetime tickets. Pony rides. Tents
7pm to start.

Sunday 5/4 for lib clean-up

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505
508-869-2371

Anticipated:
March 3, 2008 – Special Town Meeting (Town Population = 4,250+)
March 5, 2008 – Special Town Ballot

The Future:

The current 4,000 square foot building, formerly known as the Boylston Public Library was built in 1904. Population has increased from 1370 residents to over 4250 in 2008. During the past 104 years the library building has remained relatively unchanged.

Boylston Public Library

Board of Trustees Meeting

Wednesday, April 9, 2008 – 7 p.m.

Attendees: Brad Barker, Ken Linell, Marcia Priestley, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Jean Therriault, Wendy Lonstein

Call to Order: The meeting was called to order at 7:00 p.m.

Approval of Minutes: Motion was made and seconded to approve the minutes of March 12, 2008. Approved.

Treasurer's Report: Angelo Scola gave the treasurer's report - $6509.49 was in the account as of March 12. A $20 library "fine" from Cole was given to the treasurer for deposit. Motion made and seconded to approve the report.

Correspondence: Nick Langhart

From MBLC:

1. Received a supplement to FY'09 state aid of $107.46. FY'09 total now is $4,945.60
2. Received a match of $572.59 for Foundation/Friends fundraising of $11,613.50 from 1/1/07 to 6/30/07.

From IBM Foundation: $75 matching gift donation re: Bob and Jan Mecca's $150 contribution made to Foundation last February. This match will be turned over to the Foundation

Director's Report: Nick Langhart

National Library Week is April 13 to 19. Library worker's day is April 15th.

To help offset the town's FY'09 budget deficit, several expense cuts have been listed for Selectmen's review.

Report on April 7th Selectmen's meeting - (See attached Budget Comparison Form.) $2,700 has been cut from the FY'09 request. It appears that more cuts will have to be made on the 14th. Selectmen will get back to us.

Mike Forance will give a bid on exterior trim painting funded by Article #33.

Automation- retrospective conversion is underway in the adult collection.

Old Business:

Status of new Library Planning Committee – Brad Barker: Committee has not met. He has called Jonathan Richmond, but has not connected yet. Posted open meetings are required as this is a subcommittee of the Trustees.

.**New Business**:

Friends - Wendy Lonstein: Monday, May 26th is Memorial Day, starting at 7:00 a.m. We should be in the Memorial Day flyer this year. We plan to move all the boxes of books from the attic on the 24th. Volunteers are needed. All books will be priced at $1.00. Also going to sell books by the bag. Large bag, filled with books, $10 or a small one, filled, for $5. Will do the sandwich board as usual. Calling around to see who will pick up the leftover books. Pony rides will be offered from 12 to 2 p.m. Also calling to get tents from the usual people. Volunteer sign-up sheets will go up a month in advance.

75 children attended the Easter Egg Hunt on April 21, very successful. Was on local TV.

Raffle during National Library Week. Trying to get Wicked Good Cookies to donate a basket to raffle.

Sunday, May 4 will be the children's room clean-up and reorganization, moved from April 13.

Recognition of outgoing Trustees – Angelo Scola and Marcia Priestley were honored for their years of service with the Trustees.

Motion made, and seconded and approved to nominate Letty Ridinger as the interim treasurer until June.

New Trustee suggestions – Rich Reardon to be asked by Ken, Christine Stille to be asked by Sue.

Privatization article from T&G – discussion. Nick will forward MBLC's recent information on privatization to the board.

Meeting adjourned at 8:23 p.m.

Respectfully submitted,

Marcia Priestley, secretary

Boylston Public Library

Board of Trustees Meeting

Wednesday, April 9, 2008 – 7 p.m.

Attendees: Brad Barker, Ken Linell, Marcia Priestley, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Jean Therriault, Wendy Lonstein

Call to Order: The meeting was called to order at 7:00 p.m.

Approval of Minutes: Motion was made and seconded to approve the minutes of March 12, 2008. Approved.

Treasurer's Report: Angelo Scola gave the treasurer's report - $6509.49 was in the account as of March 12. A $20 library "fine" from Cole was given to the treasurer for deposit. Motion made and seconded to approve the report.

Correspondence: Nick Langhart

From MBLC:

1. Received a supplement to FY'09 state aid of $107.46. FY'09 total now is $4,945.60
2. Received a match of $572.59 for Foundation/Friends fundraising of $11,613.50 from 1/1/07 to 6/30/07.

From IBM Foundation: $75 matching gift donation re: Bob and Jan Mecca's $150 contribution made to Foundation last February. This match will be turned over to the Foundation

Director's Report: Nick Langhart

National Library Week is April 13 to 19. Library worker's day is April 15th.

To help offset the town's FY'09 budget deficit, several expense cuts have been listed for Selectmen's review.

Report on April 7th Selectmen's meeting - (See attached Budget Comparison Form.) $2,700 has been cut from the FY'09 request. It appears that more cuts will have to be made on the 14th. Selectmen will get back to us.

Mike Forance will give a bid on exterior trim painting funded by Article #33.

Automation- retrospective conversion is underway in the adult collection.

Old Business:

Status of new Library Planning Committee – Brad Barker: Committee has not met. He has called Jonathan Richmond, but has not connected yet. Posted open meetings are required as this is a subcommittee of the Trustees.

.**New Business**:

Friends - Wendy Lonstein: Monday, May 26th is Memorial Day, starting at 7:00 a.m. We should be in the Memorial Day flyer this year. We plan to move all the boxes of books from the attic on the 24th. Volunteers are needed. All books will be priced at $1.00. Also going to sell books by the bag. Large bag, filled with books, $10 or a small one, filled, for $5. Will do the sandwich board as usual. Calling around to see who will pick up the leftover books. Pony rides will be offered from 12 to 2 p.m. Also calling to get tents from the usual people. Volunteer sign-up sheets will go up a month in advance.

75 children attended the Easter Egg Hunt on April 21, very successful. Was on local TV.

Raffle during National Library Week. Trying to get Wicked Good Cookies to donate a basket to raffle.

Sunday, May 4 will be the children's room clean-up and reorganization, moved from April 13.

Recognition of outgoing Trustees – Angelo Scola and Marcia Priestley were honored for their years of service with the Trustees.

Motion made, and seconded and approved to nominate Letty Ridinger as the interim treasurer until June.

New Trustee suggestions – Rich Reardon to be asked by Ken, Christine Stille to be asked by Sue.

Privatization article from T&G – discussion. Nick will forward MBLC's recent information on privatization to the board.

Meeting adjourned at 8:23 p.m.

Respectfully submitted,

Marcia Priestley, secretary

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]

Sent: Tuesday, April 08, 2008 1:28 PM

To: 'Angelo Scola (E-mail)'; 'Brad Barker'; 'Ken Linell (E-mail)'; 'Letty Ridinger (E-mail)'; 'Marcia A. Priestley (E-mail)'; 'Sue Therriault (E-mail)'

Subject: Report of Selectmen's meeting of April 7, 2008 (FY'09 operating expenses reductions)

To the Trustees,

Here's my take on the Selectmen's/FinComm reduction meeting Monday night:

From my suggested list, Sue Therriault offered three cuts, totaling $1,300.

After discussion that covered fuel costs, the rationale for library collection materials, supplies and equipment & repair, they cut $1,700 from expenses.
I asked that we keep all of equipment & repair as a contingency particularly for the old furnace, and they (Stanton and Brose) said that if we have a major building issue, such as the furnace, we should come to the finance committee for emergency funds they hold for such contingencies. They were content to not reduce technology or library materials in order to continue library improvement initiatives.

They indicated that we could take the $1,700 from any or several of the expense lines.

They asked why wages/salaries were at 4% rather than the authorized 3%. I explained that the Board had added a raise for the director, and that we understood this reduction session only concerned expenses, so we did not address that. They said that, after all reductions from all departments were totaled, if still more were needed, they would come back to reconsider the wages/salaries (implying that they would not further reduce the expenses).

In sum, in February, I was asked to level-fund FY'09 expenses, which I was prepared to do. With the Trustees encouragement, we submitted a budget request of $3,700 more, and I'm very glad we did, because with this $1,700 reduction, we're still $2,000 better off than FY'08. Thank you all for your counsel.

Nick Langhart, Director
Boylston Public Library
Boylston, MA 01505
508-869-2371

Bartlett Tree Experts

TREE & SHRUB CARE PROPOSAL

Client:

Prepared: 10/11/2005

Mrs Gail Langhart
20 Newell Hill Road
Sterling, MA 01564

Jeffrey Hehman
P.O. Box 70575
Worcester, MA 01607
Business: 1-508-756-2600
Fax: 1-508-756-7867

Home Phone: 978-422-9923

The following program is recommended for the trees and shrubs on your property. Please review this information and the terms and conditions on the reverse side. Sign and return one copy authorizing this program. Please retain the duplicate copy for your records. THIS IS NOT AN INVOICE.

Hello Gail and Nick, I'm sorry for the delay in getting this information to you. I enjoyed my visit to your home this past month. At this time, I would like to suggest the following insect control treatments in 2006.

Summer

Pest Management

Treat 7" Locust located at the back of property to help suppress mimosa webworm.

Provide 2 treatments at $80.00 per treatment.

Estimated dates of completion: 7/1/2006, 8/15/2006.

Total for 'Summer' *Amount: $160.00*

Total Amount: $160.00

If you have any questions, or would like for us to place this work into our schedule, just give our office a call. We look forward to this opportunity to be of service.

5/4/06

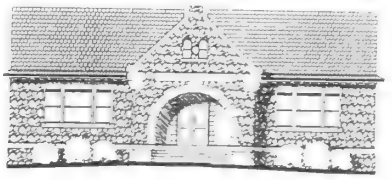
(Customer Signature) (Date)

10-11-05

(Arborist Rep Signature) (Date)

Prices are guaranteed if accepted within thirty days
All accounts are net payable upon receipt of invoice

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

BOYLSTON PUBLIC LIBRARY
Board of Trustees
MEETING AGENDA
Wednesday, March 12, 2008, 7:00 p.m.

Call to Order

Approval of minutes of February 13, 2008

Treasurer's report

Discussion of options for the future / consideration of priorities / plan of action

Correspondence

Director's report
- Binder mailed 2/26
- Automation: C/W Mars scanner rented, receipt printer & paper purchased
- Notice of project termination sent to JSRA, Daedalus Projects Inc.

Old Business

New Business
- Proposal from Abitibi Paper Retriever recycling program

Adjournment

Attachments:
- Minutes of February 13, 2008
- Librarian's report
- Children's Room report
- T&G:'Voters shelve new library...'; Banner:'Library fails...'
- Centralities

Nick Langhart

From: TeashB@aol.com
Sent: Wednesday, March 12, 2008 9:24 AM
To: nlanghart@boylston-ma.gov
Cc: susan_therriault@msn.com
Subject: Re: FW: BPL Trustees meeting agenda for March 12, 2008

Hi Nick,
Will not be able to attend tonight's meeting but have some thoughts/suggestions I would like to convey.

First, I would leave the possibility of "next steps" open for a period of time ... we have a plan and a location that could work in the future ... possibly bundled with other capital projects.

Second, I would be in favor of pushing the "landlords" of the building (Town) to make improvements the bathroom and the access to the basement (whatever means necessary!).

By the end of the week, Harriette Chandler will read a resolution on he Senate floor that puts our BPLF in the history books as celebrating its founding on March 15th, 1983. It was tentatively scheduled for yesterday.

PIE IN THE SKY .... a complex with the Library, Senior Center and Boylston (only) Middle/HighSchool on Hillside.

My tutoring session has been canceled today so won't be in this afternoon.

Hope there are all sorts of "outside the box" thoughts tonite,
Pat

In a message dated 3/11/2008 11:13:36 AM Eastern Daylight Time, nlanghart@boylston-ma.gov writes:

> Folks,
>
> I hope you, as valued members of the LPC, can join the Trustees at their meeting Wednesday at 7:00. We will open with a discussion of future options and your input and responses will be very helpful.
>
> -----Original Message-----
> From: Nick Langhart [mailto:nlanghart@boylston-ma.gov]
> Sent: Friday, March 07, 2008 4:29 PM
> To: Wendy Lonstein; Lynn Butler; Angelo Scola; Brad Barker; Ken Linell; Letty Ridinger; Marcia A. Priestley; Sue Therriault
> Subject: BPL Trustees meeting agenda for March 12, 2008
>
> Sue Therriault has suggested that we all meet together this Wednesday to talk over where we should go from here without the prospect of a new facility in the near future. Please let me know if you are NOT available.
> N
>
> BOYLSTON PUBLIC LIBRARY
> Board of Trustees
> MEETING AGENDA
> Wednesday, March 12, 2008, 7:00 p.m.
>
> Call to Order

WALTER REED

. Holiday Cards to Wounded and Recovering Soldiers - Updated!

Close

Title

Holiday Cards to Wounded and Recovering Soldiers - Updated!

Page Content

Walter Reed Army Medical Center cannot accept packages, letters, and holiday cards addressed to 'Any Wounded Soldier' or 'A Recovering American Soldier'. The U.S. Postal Service is no longer accepting "Any Service Member" or "A Recovering American Soldier" letters or packages. Mail to "Any Service Member" that is deposited into a collection box will not be delivered.

However, through a unique partnership between the American Red Cross and Pitney Bowes Inc., communities across America are invited to mail cards along with personal messages of support to wounded service members at military hospitals around the country.

With the support of the U.S. Department of Defense and Walter Reed Army Medical Center, and with help from Pitney Bowes Government Solutions, the American Red Cross will collect, review and distribute holiday greeting cards to wounded military personnel. For security reasons, the Red Cross will be able to accept only holiday cards but not packages. Red Cross volunteers will receive and bundle the cards, which will be shipped by Pitney Bowes Government Solutions. Then, Red Cross volunteers at the medical facilities will distribute the cards throughout the holiday season.

Please address your holiday cards to:

We Support You During Your Recovery!
c/o American Red Cross
P.O. Box 419
Savage, MD 20763-0419

Be sure to affix adequate postage. **Cards must be received no later than December 27. Cards received after this date will be returned to the sender.** Again, senders are reminded that "care packages" are not part of the program--send only cards and notes. Also, please refrain from using glitter or any other inserts that would not be appropriate in a hospital environment.

People who want to express their appreciation to American service members may also consider making a donation to one of the more than 300 nonprofit organizations dedicated to helping our troops and their families listed on the "America Supports You" website,

Other organizations that offer means of showing your support for our troops or assist wounded servicemembers and their families include:

The outpouring of gratitude and encouragement from the general public, corporate America and civic groups throughout the past year has been incredible. Our Warriors in Transition are amazed at the thanks and support they receive from their countrymen.

Close

Approval of minutes of February 13, 2008

Treasurer's report

Discussion of options for the future / consideration of priorities / plan of action

Correspondence

Director's report
- Binder mailed 2/26
- Automation: C/W Mars scanner rented, receipt printer & paper purchased
- Notice of project termination sent to JSRA, Daedalus Projects Inc.

Old Business

New Business
- Proposal from Abitibi Paper Retriever recycling program

Adjournment

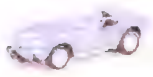
Attachments:
- Minutes of February 13, 2008
- Librarian's report
- Children's Room report
- T&G:'Voters shelve new library...'; Banner:'Library fails...'
- Centralities

It's Tax Time! Get tips, forms and advice on AOL Money & Finance.

Hammacher Schlemmer

Shopping Bag

You have 1 item in your shopping bag

	Qty	Availability	Price	Gift Options	
 The Remote-Controlled Classic 1966 Shelby Cobra. Item 74126	1	for immediate shipment	$79.95	Gift wrap? ($5.95) add free gift message	Remove Item

Item Total	$79.95
Gift Wrap Total	
Subtotal	$79.95

Did you make changes? Click here to

Empty my bag

Shopping from our catalog or through a special offer?
Please enter the source code (from the back of the catalog)
or the special offer code here. Here's why we ask.

- Click here if you'd rather complete your order by phone, fax or mail
- Shipping & Service Charges

Questions? Call us toll-free at 1-800-395-7006

Continue Shopping ▸ Check Out ▸

SECURE SHOPPING

HACKER SAFE
TESTED DAILY 11-DEC

Boylston Public Library

Board of Trustees Meeting

Wednesday, March 12, 2008 – 7 p.m.

Attendees: Brad Barker, Ken Linell, Marcia Priestley, Letty Rettinger, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Jean Therriault, Wendy Lonstein

Call to Order: The meeting was called to order at 7:03 p.m.

Approval of Minutes: Motion was made and seconded to approve the minutes of February 13, 2008 with change to the wording on the $350,000 donation thank-you to: "...to Foundation for $350,000 they approved for the building project." Approved.

Treasurer's Report: Angelo Scola gave the treasurer's report - $6508.87 was in the account as of March 12. Motion made and seconded to approve the report.

Correspondence: Nick Langhart

- Announcement of a joint MBLC and MLTA Symposium in Boxboro on Saturday, April 5.
- Quarterly Selectmen's meeting on Monday, March 31st.
- Selectmen have requested a form about past, present and FY'09 expenses in detail. Nick has prepared this form with explanations.

Director's Report: Nick Langhart

- Binder Mailed 2/26
- Automation: C/W Mars scanner rented so as to speed up retrospective conversion process and a receipt printer & paper have been purchased.
- Notice of project termination sent to JSRA and Daedalus Projects, Inc.

Old Business: None

New Business:

Discussion of options for the future/consideration of priorities/plan of action - Sue Therriault thanked the Library Planning Committee for all of their work. Marcia – suggestion to retrofit the library to be more functional. Asked about using Foundation

Range of cultures to be celebrated at fest

By Elaine Thompson
TELEGRAM & GAZETTE STAFF

SHREWSBURY

SHREWSBURY — There's nothing better than a community-wide festival to ring in spring. The immigrant experience and its rainbow of cultures will be celebrated in a new cultural festival and other related activities be held from April to June.

The festival is part of the Big Read Community Reading Project which will take place April 5 at the Shrewsbury Senior Center. The project is jointly sponsored by the town's library, Parks and Recreation Department, Council on Aging, School Department, the Media Connection, the Paton School PTA, the Library's Adult Services Advisory Committee and the Friends of the Shrewsbury Library. It is being funded by a $7,000 grant from the National Endowment for the Arts, the Institute of Museum and Library Services, in conjunction with Artsmidwest.

The committee is encouraging representatives of the many different ethnic groups in town to participate by sharing their cultures, including food, craft, music and dance. Some of the different ethnicities include African, Brazilian, Chinese, Czech, Slovakian, French, Greek, Indian, Irish, Italian, Lithuanian, American Indian, Russian and Scandinavian.

Volunteers to help coordinate and conduct the festival are also needed. Anyone interested in participating or helping out can contact Library Director Ellen M. Dolan at (508) 841-8537 or edolan@th.ci.shrewsbury.ma.us.

"The whole project will be a celebration of the amazing community web created by the mix of people, cultures, and experiences that make up Shrewsbury today," said Ms. Dolan.

A daylong festival called "The My Story Festival," will kick off the project from 2 p.m. to 5 p.m. April 5, with a puppet performance by puppeteer Ty Menard. The six multicultural performances share African, Chinese, Indian and American Indian folk tales.

At 7 p.m., festival goers will be treated to a dramatic performance by world-renowned storyteller Jay O'Callahan. He will be doing the story, "Pouring the Sun," about an 18-year-old immigrant and her experience living in the union-less steel mill town of Bethlehem, Pa., during the early 1900s. No one under high school age will be admitted to the storytelling. Both events are free, but require a ticket because of limited seating. Tickets are available at the library.

The book being read for the Big Read Community Reading Project is "My Antonia, by Willa Cather. Ms. Dolan said the story was selected to help highlight the experience of immigrants.

"Even though the book was set in Nebraska, there are a lot of scenes relative to the experience, whether they immigrated to Nebraska or to New York ... 100 years ago or today," Ms. Dolan said. "The book tells of overcoming adversities, facing hardships and feeling alienated in a culture you're not sure of, and of the great successes."

On April 16 from 6 p.m. to 9 p.m., Lisa K. Boehm, associate professor of Urban studies at Worcester State College, will present a fun training session on conducting in-depth interviews with local immigrants. Genealogy workshops will be held at 7 p.m. May 13 at the library; and at 10 a.m. May 29 at the senior center. On May 17, Adria Bernardi, a local family historian, author and poet, will instruct people on how to journal their family's immigrant history.

Local residents are invited to sign up for a bus trip to Ellis Island in New York on June 7. Participants will be able to tour the immigration museum and the historical island that was the immigration processing depot for millions of immigrants from the late 1800s to mid 1950s. The bus will depart from the Senior Center parking lot at 6 a.m. and return in the early evening. Seating for the bus trip is very limited. People must sign up at the library. The cost is about $20.

To find out about other activities planned for the project, go to the library's Web site, www.shrewsbury.ma.gov/library.

HOW TO REACH US

We want to hear from you. We encourage readers with questions or concerns to visit, write or call their local T&G news bureau.

News

If you have an idea for a local news story, contact one of the bureaus listed below. For e-mail use csinacola@telegram.com.

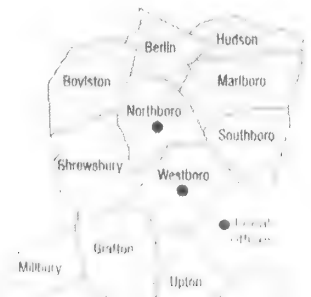
Zone editor
Chris Sinacola
Phone: (508) 366-8093
csinacola@telegram.com

Westboro office

Phone: (508) 366-8093
Priyanka Dayal
pdayal@telegram.com
Aaron Nicodemus
anicodemus@telegram.com

Northboro staff reporters

Phone: (508) 393-7753
Patricia James
pjames@telegram.com
Elaine Thompson



McFarlane

McFarlane/From Previous Page

They have slowly moved Diana's belongings into her new apartment in Turners Falls, but there are concerns whether she will recover enough to successfully negotiate the challenges a fourth-floor apartment presents, and whether she will be able to afford it on her disability payments.

But while there may be uncertainties on how these challenges will be resolved, the Wardells are sure of one thing.

library's four acres at the l
side. A large municipal c
plex on Main Street t
includes Town Hall, the c
bined police fire station,
John B. Gough House, and
letic fields.

The new library would

Woman struck

GARDNER — A woman
injured last night when she
struck by a car on Parker Str

Fire Lt. Richard Ares said
32-year-old woman's injur
did not appear to be life thr
ening. Her name was not be
released last night.

Rescuers were summoned
Parker Street near the mun
pal parking lot across from
Gardner Ale House just aft

BUY MO

MARINATED STEAK TI
BUY 5 PACKAGES
(ALL FLAVORS)

FOR ONLY $5.99
YOU SAVE $3/LB.

Boarshead Deli Packa
1 lb. of the following ite
• Boarshead Roast Bee
• Deluxe Ham • Bolog

O'Driscoll's
TIMI

Discover the
first with the news
Call toll fi

Before April 15th,

money to help rehabilitate the library. Nick suggested we need a plan before we approach the Foundation. Letty – it is town's responsibility. Nick – we need to settle on our priorities: he mentioned completing exterior painting, planning for new bathrooms and upgraded electrical service. We have no costs yet, to come from the $40K. Also need an ADA-compliant alarm system and front entrance doors. Wendy Lonstein – Friends want to clean up downstairs for functions for children. Friends and Foundation would like to do a joint clean-up and change layout to increase useable space. They would like to come in on a Sunday, measure things, clean house – rid area of broken and unusable things. They would leave things in a pile to be sorted through rather than throwing things out. Maybe hire a professional library space consultant to look at the entire library for better space utilization; perhaps even move the children's room upstairs. Brad: we should repurpose the Library Planning Committee to plan for improvements in the present library. Jean: Foundation will look into what they can and can't do regarding restricted funds. Nick read a letter from Pat Brissette on these topics. Brad: Three areas of concern- the present building, enhanced programming for adults as well as children, technological access to collections for the community. Marcia asked that the "Know Your Neighbor" idea not be forgotten. Sue summed up the discussion: backburner Hillside for now. Plan for improvements at 695 and clean it up. Look at off-site storage.

Motion made, seconded and approved to allow the Friends to clean up the children's room.Sue dissolved old Library Planning Committee. Motion made and seconded to appoint a new Library Planning Committee with Brad as chair. Approved. Marcia and Letty volunteered to serve on the committee as well as Wendy Lonstein from the Friends. Suggestion to ask Jonathan Richmond to join since he is an expert on ADA and this building. Brad will contact him.

Proposal from Abitibi Paper Retriever recycling program – They pay you to fill a dumpster with paper for recycling. Nick suggested to Sue Olson that they do this at the Town Hall and gave her the paperwork.

Children's Room cleanup on April 13

Next meeting is April 9th.

Meeting adjourned at 8:36 p.m.

Respectfully submitted,

Marcia Priestley, secretary

Contact Us

Free Newsletter Subscription

Email

First Name

Last Name

By Mail:

Gardner Animal Care Center
73 Eaton Street
Gardner, MA 01440

See Our Location and Hours

Photo by JoAnn Gerde

By Phone or Fax:

Phone: 978.632.7110 | Fax: 978.632.7354

By Email:

Information	info@gardneranimalcarecenter.com
Appointments	appointments@gardneranimalcarecenter.com
Prescription Refills	prescriptions@gardneranimalcarecenter.com
Pet Food Orders	petfoodorders@gardneranimalcarecenter.com
Boarding	boarding@gardneranimalcarecenter.com
Grooming	grooming@gardneranimalcarecenter.com
Agility and Training	agilityandtraining@gardneranimalcarecenter.com
Accounting	accounts@gardneranimalcarecenter.com
Medical Records	medicalrecords@gardneranimalcarecenter.com

We'd love to hear from you. If you are interested in having us contact you, please either contact us via email or fill out the form below

* indicates required field

* Name:

BCT Minutes March 12, 2008

CTC 7:03 minutes chg: chg to "approved as a donation to bldg proj".
MSP as amended

ST
KS
MP
LR
KL
JT
WL
N
BB

open disc: MP - can we have 350K for improvmts here?
KL - LR - its the Trs respo to fix bldg. vaultwise
MP - 10 yr wdw - 5-6 yrs will buy Talento + reticent funding. Genn. 695 needs to be more functional. KL - painting are done, ext ptg, bathroom ptg. when done, see what $ left to do actual bathroom work. WL - joint clean-up of backroom reorganizing, chg layout. More space is the goal. Professional organizer of space. Come in on spec Sunday, pitch junk. 10 yr old stuff. Could we fund a professional organizer. NL/ST central region? Organizer for whole bldg. CK systems? Alternatives to explore. WL - first step is weeding out of self. BB repurpose the LPC to explore this. MP, BB. want to serve. JT - financial + legal implications for Trs to explore re: funds immediately. Need to decide when to go again at Hillside. KL: Mall will be delayed at least 3 yrs. (so less $). KS - historical organization: "why not done sooner?" WL: ~~Friends~~ Friends are ready to get to Cleanup. Will look positive to public. BB: 3 areas: ☺ this bldg, ② programs, Friends + adults. so that Library is visible. - value to Comunity. ③ Technology - website as a catalogue. link to Amazon. MP - like idea of "Know your neighbor". Automation. ST - Mon Trs mtg - should we go for some $ then?

ST - sums - backburner the Hillside. Plan for 695 improvmts. Clean now. look at off-site storage. MSP Funds to chg. Appoint a group to handle the reorg: 8:00
ST - dissolve the LPC + establish a group for reorg to follow. BB to head w/ LR + MP to serve. JT: add on ADA expert: Jonathan Rideout. CK Swinerton (ADA Coalition). 8:10

Sermon of October 22, 2006 Eric Hartlen Heritage Bible Chapel

The Mind of a Christian #1:

"Issues of the Mind" Romans 12:1,2.

Name three mental states that destroy contentment and peace.

Eric outlined three potential sources of mental disorders. What are they? Is one most important?

How does the Christian's mind differ from those without Christ?

How would you define "the mind of Christ?" (1 Cor 2:16)

Compare and contrast Ro 12:1 and 12:2

Is it true that we can be conformed to the world (spirit of the age) OR to Christ?

Can conformance to the world bring satisfaction?

What are two good reasons that we should not sin?

For Christians, do our minds and bodies age the same way?

Can we know God's purpose for our lives apart from a renewed mind?

Can we acquire a renewed mind on our own? What is necessary?

Gap Holiday GiftCard
color: multi-stripe
size: $50.00
item: #0001040120050

your closest Gap locations:

-
- Enter a zip code to find the nearest store:
-
-

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]
Sent: Friday, March 07, 2008 4:29 PM
To: Wendy Lonstein; Lynn Butler; Angelo Scola; Brad Barker; Ken Linell; Letty Ridinger; Marcia A Priestley; Sue Therriault
Subject: BPL Trustees meeting agenda for March 12, 2008

we should go from here without the prospect of a new facility in the near future. Please

Board of Trustees
MEETING AGENDA
Wednesday, March 12, 2008, 7:00 p.m.

Discussion of options for the future / consideration of priorities / plan of action

Attachments:
Librarian's report
T&G:'Voters shelve new library...'; Banner:'Library fails...'

Nick Langhart

To: Board of Trustees
Subject: BPL Trustees meeting agenda for February 13, 2008

BOYLSTON PUBLIC LIBRARY
Board of Trustees
MEETING AGENDA
Wednesday, February 13, 2008, 7:00 p.m.

Call to order

Approval of minutes of meetings, January 9, January 24, and February 6

Treasurer's report

Correspondence:
- from CMRLS: Seminar on Social Networking, February 20, 10-4, Shrewsbury
- from MA Att'y General: Compact Disc Antitrust Litigation settlement

Director's report
- Preparations for FinComm meeting 2/6:
  - FY'09 budget submission, notes, capital plan statement
  - revised director's job description
  - status report on Library Repair expenses (Article #33 account)
- Annual Report due to Town 2/11
- New contract signed with C/W Mars for automation 1/22
- WBAC awards library $400 to be used for signing materials
- Boxborough utility costs acquired:

Old Business
- Report on LPC meetings of 1/15, 1/22, 1/29, 2/5, 2/12
- Status of Special Town Meeting article –

New Business
- Consideration of Brad's promotional piece
- 2/19 & 2/21 Informational Open Houses

Adjournment

Attachments:
- Minutes of Jan 9, Jan 24, & Feb 6
- Librarian's report for January
- Children's Room report
- Centralities

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]
Sent: Wednesday, February 13, 2008 4:59 PM
To: Sue Therriault
Subject: Tonight's meeting

Sue,

I'm reviewing the agenda for tonight's meeting with an eye to making the discussion more efficient.

I'll be brief with the director's report, but we'll have to mention the current computer use/abuse situation (he's not been here today-yet); it will engender lively discussion but likely no conclusion. And we cannot afford a lot of time on it.

All the OB & NB items focus on the preparations for March 3 & 5.

Maybe we can start with the Open House ideas, and whether or not to add one on Sat, 3/1 (I say yes; I'm on that day).

Then review the plans for publicity: Signs, Cable, Banner, Binder, post cards, calls, use of the FAQs and Brad's writing, etc.

Then the discussion/approval of Dave Butler's suggestion to drop short-term financing (will Fran be with us?) That should be a Board vote. Should we look again at Fran's 3, now 2 page piece-and how best to use it?

Then the specific arrangements for the Special Town Meeting: who will come early, prep of handouts, presenter(s), graphics, any related issues.

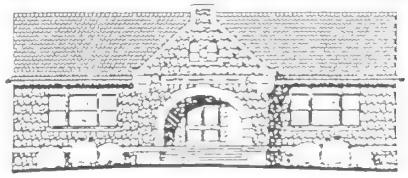
This is our last shot as a Board on these matters. And no one will want to be out late.

Just thinking....

Thanks,

Nick

BOYLSTON PUBLIC LIBRARY



BOYLSTON, MASSACHUSETTS 01505

LIBRARIAN'S REPORT

Month of December, 2002

Budget	FY 2002	Remaining	
Books & Periodicals	$17,000	$10,087	
Audio/Visual	9,000	6,239	
Supplies	4,500	3,518	
Equipment & Repairs	3,900	2,660	
Electricity	2,300	1,282	
Telephone	1,000	722	
Fuel oil	3,900	3,378	
Travel, Training, Membership	1,000	850	
Printing, Postage, Mailing	1,200	301	
Water	100	60	
Programs	750	0	
Technology	3.000	1,717	
TOTAL EXPENSES	47,700	30,816	(64.6%)
SALARIES & WAGES	83.663	40,874	(48.9%)
TOTAL	133,363		

Circulation	Adult	Juvenile	
Fiction	369	395	
Non-fiction	86	130	
Periodicals	56	-	
Spoken cassettes	140	4	(audios)
CD roms	9	-	
Music tapes, CDs	32	1	
Videos	530	267	
Equipment	0	-	
Multi-media	-	4	
TOTAL	1,222	801	
Total last month	1,462	1,238	
Total same month last year	1,167	1,000	

Services

Volunteers/hours	3/35	3/15
Meetings, #/attendance	3/19	-/-
Programs, #/attendance	2/87 ($anta)	1/22 (Drew's puppet show)
Inter-library loans		
sent	17	
received	10	
Other activities	Storytimes: 37 (21 kids, 16 adults)	

Boylston Public Library

Board of Trustees Meeting

Wednesday, February 13, 2008 – 7 p.m.

Attendees: Brad Barker, Ken Linell, Marcia Priestley, Letty Rettinger, Sue Therriault, and Nick Langhart, Director.

Guests: Jean Therriault

Call to Order: The meeting was called to order at 7:07 p.m.

Approval of Minutes: Motion was made and seconded to approve the minutes of January 9, 24, and February 6, 2008. Approved. February 6 minutes were approved as amended.

Treasurer's Report: In the absence of the treasurer, Sue Therriault gave the treasurer's report - $6508.37 was in the account as of January 24th.

Correspondence:

From CMRLS - Seminar on Social Networking, February 20, 10 a.m. – 4 p.m., CMRLS Headquarters, Flagg St., Shrewsbury

From MA Attorney General - Compact Disc Antitrust Litigation settlement has been signed off on by Selectmen. We should get around $300 in the settlement.

Sue has written a thank-you note from Trustees to Foundation for $350,000 they approved as a donation to the building project.*

Director's Report:

Preparation for FinComm meeting 2/6:

FY'08 budget submission, notes, capital plan statement, revised director's job description, status report on Library Repair expenses (Article #33 account) submitted.

Annual Report written, edited by Sue, sent to Town 2/11.

New contract signed with C/W Mars for automation – this will be pro-rated for FY'08

WBAC has awarded library $400 to be used for signing materials.

* amended as corrected at 3/12/08 Board of Trustees meeting.

Ms. Hucknall asked for more details.

Mr. Drobner asked if there was any information on the ATM bank peak a.m. hours. Mr. Scully stated he did not study the a.m. hours and believes the bank will open at 9:00 a.m.

Mr. Drobner stated that there is a new subdivision project on Sewall Street, Compass Pointe, and asked Mr. Scully if he considered it when doing the study. Mr. Scully answered yes.

Mr. Drobner asked Mr. Scully if he sees a need for a signal or if one will be needed in the future. Mr. Scully stated that based on what he sees, it doesn't appear to meet the criteria to warrant a traffic signal. Mr. Duffy mentioned two future 40B developments.

Mr. Baker thanked the applicant for undertaking the traffic study and also noted that the Town is grateful.

Ms. Lombardi stated that the applicant is seeks a decision, and she asked the Boards opinion of the project.

Mr. Duffy stated his main concern is safety and stated he is satisfied with the traffic study and that it is not going to be a dangerous situation.

Mr. Drobner stated that the Town will be impacted and mentioned that the Town is going to allocate funds to do a complete traffic study of Rt. 140. He asked if the developer would be willing to allocate a certain amount of money to put towards a traffic signal if a traffic signal is found to be necessary. Ms. Lombardi asked if Mr. Drobner had a specific amount in mind. Mr. Drobner stated no.

Mr. Baker stated that he is satisfied with the Engineering, adding there is a small outstanding matter of a fence. Mr. Baker wanted assurance that the applicant is willing to agree to construct all improvements recommended by the traffic study, including stop signs and widening the entrance. Mr. Baker stated he is uncomfortable voting without proposed findings but is satisfied with the information presented and would be willing to close the hearing.

Ms. Lombardi asked if she could work with Mark Lee on the findings. The Planning Board agreed.

Ms. Hucknall stated she likes the look, but stated that her biggest concern is traffic. Ms. Hucknall stated she does not agree with the traffic study findings and is particularly concerned about the school buses.

Mr. Quinn stated that the use of the site is not a traffic intensive use.

Mr. Solimini stated he disagrees with the traffic study and stated that a.m. peak hours should have been considered.

Tina Ellinson, E. Temple Street, stated that left turns out of S. Sewall Street are impossible and stated she doesn't want trucks traveling down E. Temple Street.

Boxborough utility costs acquired – we can expect about 3 times as much in housekeeping; 8 times as much for electric use and 2 times as much for fuel based on their actual usage since 2005.

Old Business:

Report on LPC meetings of 1/15, 1/22, 1/29, 2/5, 2/12. One item to talk about is short term financing. Total project costs will now be $4,750,000 instead of $5,000,000. Timeline was also discussed. Question of timing for taking out the $4,750,000 loan.

Status of Special Town Meeting article – waiting to hear the final article wording.

New Business:

Consideration of Brad Barker's promotional pieces for 2/19 & 2/21 Informational Open Houses at the library and of letter to the editor for Banner of 2/21 and marketing piece. Michael Kane, Banner editor, will attend the February 19 meeting if possible, or the 21st, or set up an individual interview. He will be writing a feature article that will appear on the 28th of February.

Brad talked through his poster presentation: Vision Statement and Boxborough Library boards have been prepared. Discussion. Jean Therriault took notes on comments so Brad could make changes. Brad will also make changes to the brochure for the Vision Statement and do another brochure for the financial aspects. Brad also suggested that we do an Open House on Saturday, March 1 that will be scheduled.

Also discussed assignments for the presentations on Feb. 19 and 21st and March 1 and what will be needed for the Special Town Meeting on March 3rd (see handout).

Meeting adjourned at 8:56 p.m.

Respectfully submitted,

Marcia Priestley, secretary

Meeting Minutes

** D R A F T **

Date:	May 10, 2007
Time:	8:00 p.m.
Location:	221 Main Street, Boylston, MA
Chairman:	Richard Baker
Recorder:	Daunielle McNeil
Members Present:	Richard Baker, Howard Drobner, Ray Duffy, Julia Hucknall, Larry Solimini

81 Shrewsbury Street Site Plan – PH cont. (from March 5. 2007)

Mr. Quinn of Quinn Engineering on behalf of Kalamat was present along with the applicant Frank and June Tomailo and attorney Janet Lombardi.

Mr. Bill Scully of MS Transportation System was also present.

Mr. Quinn gave a brief overview of the project and presented pictures of the applicant's development in Shrewsbury.

Mr. Quinn explained that the site generates less than 1,000 trips-per-day and stated that the design of the basin will not satisfy the requirements for a 1,000 trip per day development.

The Planning Board is in receipt of Graves' review letter dated May 9, 2007.

Mr. Scully began his presentation by stating that he collected traffic data at Shrewsbury Credit Union and used guidelines published by the Institute of Engineers. He also collected traffic data at the intersection of Rte. 140 & E. Temple Street. Mr. Scully stated he projected 321 car trips entering and leaving the site during the day. Mr. Scully explained that as 34 In and 31 Out at mid-day peak period and 53 In and 51 Out at pm peak period.

Mr. Scully stated that a Mass Highway permit was not required and in general the effect on the Rt. 140 & Sewall Street intersection will be small. Mr. Scully further explained that there will be a slight delay coming out of the site turning left, and he suggested making the entrance wider to allow right turns. Mr. Scully stated he feels that vegetation (on the west) may cause some sight distance blocking.

Mr. Duffy asked why Mr. Scully didn't study the peak a.m. hours (7:00 a.m. – 8:00 a.m.). Mr. Scully stated that being a retail business, it won't generate much traffic during peak a.m. hours. Mr. Duffy asked if the study takes into consideration the solar glare. Mr. Scully stated that it was brought up by Mr. Quinn but stated he doesn't know what can be done about it other than additional signage.

Mr. Baker asked about the level of service, specifically the E & F, with further development, and he asked whether a widened site drive would improve the F level of service. Mr. Baker asked if the entrance was widened, could the driveway be painted to indicate traffic flow. Mr. Scully stated yes.

February 13, 2008

Ms. Lynn M. Butler, President
Boylston Public Library Foundation, Inc.
14 Pendell Circle
Boylston, MA 01505

Dear Lynn,

On behalf of the Board of Trustees, Staff, and residents of Boylston, I want to thank the Board of Directors and Members of the Boylston Public Library Foundation, Inc., for the generous donation of $350,000 for the design and construction of a new library building at Hillside.

The Boylston Library and Foundation have enjoyed a strong, 25-year partnership that has been of great benefit to the townspeople of Boylston. The 2003 Capital Campaign was an exciting time and the Foundation's various fund-raising activities have continued to strengthen the bond between both organizations.

As we all lived through the trials and tribulations of the project to renovate and expand the current library building, we continued to envision the mutual goal of excellent library services and activities where individuals can pursue personal interests and where groups can gather for events and common interests.

We are now on a new road to a modern library facility at Hillside where our common vision can continue to be pursued.

We, the Trustees and Staff, look forward to working along with the Foundation on the next chapter of the Boylston Public Library's story.

With warm regards,

Susan A. Therriault

Susan A. Therriault, Chair
Boylston Board of Library Trustees

Trustees:
Ken Linell, Vice-Chair
Marcia Priestley, Secretary
Angelo Scola, Treasurer
Brad Barker
Letty Ridinger

BOYLSTON PUBLIC LIBRARY
Special Meeting of Board of Trustees
Wednesday, February 6, 2008, following annual FinComm meeting

Attendees: Brad Barker, Ken Linell, Marcia Priestley, Letty Ridinger, Sue Therriault and Nick Langhart, Director

Guests: none

Call to order: The meeting was called to order at 7:57 p.m.

The purpose of this special Trustees meeting was to review Brad's vision document for the new library and to discuss the Feb 19 and 21 open house presentations. The role of the public library in the 21st century was outlined: community gathering centers with an emphasis on children's activities and current technology.

For the open house events, three stations were suggested: the design of Boxborough, using Brad's photos, our plans for Hillside, using the architect's renderings, ~~and~~ the financing plan, using Fran's economic model. There may be a short talk and time for questions and answers. Shall poster boards or PowerPoint images be used? We must emphasize our vision for the new facility. WILL BE A HANDOUT.

Marcia agreed to edit and shorten Brad's writing. Brad asked that all Trustees read and send comments to him.

Approaches to reaching seniors and Tahanto parents were discussed. Targeted handouts were suggested.

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Nick Langhart, Director

Meeting Minutes

DRAFT

Date:	May 10, 2007
Time:	9:50 p.m.
Location:	221 Main Street, Boylston, MA
Chairman:	Richard Baker
Recorder:	Daunielle McNeil
Members Present:	Richard Baker, Howard Drobner, Ray Duffy, Julia Hucknall, Larry Solimini

Boylston Realty Associates – Public Hearing cont.

Mr. Donahue stated he has no new information and would like to request continuance of the public hearing until June 4, 2007.

NOTES: BPL BOT Special 2/6/08

BB
ST
LR
MP
KL
N

at Hillside Fin Comm

CtO 7:5? by ST to discuss BB's doc (2 pgs)

BB: Vision Statement:
Lib Tech changing constantly
Libs ~~now~~ social centers - ~~not~~ Comp Rms, Cafe
~~Libs are~~ BPL's expanded role w/ Kids, etc
Request for support -
Outline for talking at Info Sessions

Lib - each room: Idea of what it is

1 - lack of space, maint issues (problems)

2 - Box Boards as a template - bldg + progs possible

3 - our plans for Hillside - the vision
+ Finances

add a talk point about Q + A

Could do poster bds rather than discuss rooms -

MP - PP projector available? wants "rolling" show on PCs.

BB - how many coming? 2/19 mtg, 2/21 day, 2/21 mtg (movie)

ST - put vision at front of presentation, other libs. Boxford. Finances.

ST - "Community Center" emphasis best.

LR ~~KL~~ - Get Michael Kane to interview someone. Use this as background. Set presentation in bullets. Eliminate detail.

BB - Sell as a Community Ctr.

MP - Send as wd doc + I'll edit.

DEPARTMENT OF REVENUE
MINIMUM RESIDENTIAL FACTOR COMPUTATION
FOR FY2008

BOYLSTON
City/Town/District

A	B	C	
Class	Full and Fair Cash Valuation	Percentage Share	
1. Residential	663,921,764	91.0661%	91.0661%
2. Open Space	0	0.0000%	
3. Commercial	36,688,076	5.0323%	8.9339%
4. Industrial	18,943,300	2.5983%	
5. Personal Property	9,501,600	1.3033%	
TOTALS	729,054,740	100.0000%	

Maximum Share of Levy for Classes Three, Four and Personal Property; 150% X 8.9339% / Lines 3C+4C+5C = 13.4009% Max % Share

Minimum Share of Levy for Classes One and Two: 100% -- 13.4009% Max % Share = 86.5991% Min % Share

Minimum Residential Factor **(MRF)** 86.5991% Min % Share / 91.0661% Lines 1C+2C = **95.0948%** Minimum Residential Factor

MINIMUM RESIDENTIAL FACTOR 95.0948%

CHAPTER 58, SECTION 1A MANDATES A MINIMUM RESIDENTIAL FACTOR OF NOT LESS THAN 65%.
LA7 (6-94)

BB this is a draft, all should add + substant—
"How you will benefit from this new center"
I'd appreciate feedback. look for ways, emphasis
- 1370 (1900 pop) now 4x bigger (4100 pop)
- 5K ☐ 1904 → 4x = 12K ☐ - we're only catchy up.
Timing re: Banner 13th or 20th. the 20th would be best.

MP - Sr's are "no" votes. Do a tea for Sr's, give ideas,
when are Sr lunches? tk. they need to see
the old bldg. Rock C.'s 760 over 62, we're
not reaching them. (from Meagan's list) Discuss
Toronto parents. Do a mailing to Seniors - or
as an insert to Bandera - bright color, a full-out insert.
Add at Marie's or at staple-time. Also, a good idea of
reminder of election dates. titled "Picture of Our Future"
Paras addressed to "parents"
"Sr's", "youth". Any way to get to PTO? LB knows

KL - How fast can we get BB's out?
MP - I'd work on soon. BOT mtg next at BET 2/13
MP - not going to run for BOT in May.

BB has lots of Exhaust pics - on board or in pp?
have a presenter + introduce, tell client 3 special
stations. On each station present all 3 topics in sequence
If open house format, they self-serve. 3 stations + a
handout. Vision, Box,

→ Put this on 2/13 agenda 8:50

BOYLSTON DELI

700 MAIN STREET
BOYLSTON MA 01505

PHONE: 508-869-6164
CONTACT: LYNN

DECEMBER 7, 2007

HOMEMADE SOUPS:

- *** CLAM CHOWDER**
- ***BEEF STEW W/ VIENNA BREAD**
- ***CHICKEN NOODLE**

CUP 2.50 BOWL 2.95

SOUP & SANDWICH:
CUP CLAM CHOWDER AND
WHITE ALBACORE TUNA SALAD ON A BULKIE W/ LETTUCE
MACARONI SALAD & PICKLES $6.25

SPECIALS:

***PILGRIM SANDWICH W/ TURKEY, STUFFING, GRAVY, MAYO, LETTUCE AND ORANGE-CRANBERRY SAUCE $5.95**

GIFT CERTIFICATES ARE AVAILABLE AND MAKE GREAT GIFTS!!!!!

Nick Langhart

From: Susan Therriault [susan_therriault@msn.com]
Sent: Wednesday, January 23, 2008 5:00 PM
To: ANCY21; darb555; Marcia Priestley; lettyis; Ken Linell; Nick Langhart
Subject: agenda for special Trustees meeting - Thurs, 1/24 at 6.30 pm

All,

The following is the agenda for Thursday's special Trustees meeting:

1. Library statistics as compiled by Brad - discussion
2. Marketing and Programming for the new library - discussion
3. Presentation for info sessions to be held on 2/19 & 2/21 - all

Neither Marcia nor Nick are able to attend.....so, we should plan to adjourn at 8 p.m.

Thanks to all,
Sue

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Wednesday February 21, 2007, 7:00 p.m.

Attendees: Ken Linell, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Jean Therriault, Pat Brissette

Call to order: The meeting was called to order at 7:04 p.m.

Approval of minutes: Motion was made and seconded to approve the minutes of January 10, 2007. Approved.

Treasurer's report: Angelo Scola submitted the treasurer's report. Currently there is $6302.34 in the account. Motion made and seconded to approve the report. Approved.

Correspondence: Nick Langhart
The annual Library Advocacy Breakfast: Friday, March 9, Grafton Public Library
The annual Trustee Symposium: Saturday, March 31, Boxborough Holiday Inn
Fire Department: request to buy & install exterior key box to facilitate their entrance in an emergency at a cost of between $200 and $ 250. Trustees asked if FD had the alarm code.

Director's report: Nick Langhart
-Spring Binder ready for printer – will go out on Friday, February 23.
-Town Annual Report submitted to Sue Olsen on January 19th.
-Latest building repair list ($40,000) was distributed and discussed. Some repair estimates have been verified by the Building Inspector. The role of the Library (building) Reuse Committee was discussed and it was decided to inform Roger Deal that that the Trustees intended to ask Town Meeting for $40,000 for differed exterior repairs. (See Old Business, below)
-Nick volunteered for Town Insurance Advisory Committee. First meeting was today.

Old Business:
Sue reported on the Feb 7 meeting with FinComm for approval of the annual operating budget. They OK'd all projected wages and operating expenses and increased the Equipment & Repair line from $3,000 to $4,500. They also increased Technology from $4,000 to $8,000 to enable a C/W Mars upgrade from OLA to Mininet membership that will automate circulation. FinComm also said we should ask the May Town Meeting for approval of $40,000 from free cash to fund the differed building repair list because this work is needed whether we stay or move.

Moved and seconded to approve the following article for the May Town Meeting warrant:

BOYLSTON PUBLIC LIBRARY
Special Meeting of Board of Trustees
Thursday January 24, 2008, 6:30 p.m.

Attendees: Brad Barker, Ken Linell, Letty Ridinger, Angelo Scola, and Sue Therriault

Guests: none

Call to order: The meeting was called to order at 6:37 p.m.

The purpose of this special Trustees meeting was to review statistical data on various Massachusetts libraries, which Brad had compiled relative to Boylston's library, to discuss marketing and programming for the new library at Hillside, and to outline the presentations to made at the two information sessions which have been scheduled for Tuesday, February 19th and Thursday, February 21st.

Brad had prepared a document that compared Boylston to other similar-sized libraries and neighboring libraries on library holdings and circulation. In terms of holdings per capita, Boylston proved to be strong; however, in circulation per capita, we appeared to be below average – 29th percentile of circulation performance compared to other Central Massachusetts library in communities of our same size. In reviewing and digesting this material, we discussed the potential for library and community programming in the new building due to having a large, accessible community room, the café area, and an increased number of personal computers and other technologies. Brad volunteered to draft an article for the Banner on this future vision of the Boylston Library as a destination rather than a grab-and-go repository. He agreed to circulate this draft over the next week or so.

This discussion and the article will provide content for the information sessions to be held prior to the special town meeting on March 3rd and the ballot election on March 5th.

In addition, Sue had received an email from a library patron regarding the community room in the new library and its use by town boards. After some discussion, there was general agreement that first priority should be given to library and community groups and events. If, however, the room was available, town boards would be able to utilize the room.

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,
Susan A. Therriault, Chair

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]
Sent: Friday, January 04, 2008 5:06 PM
To: Angelo Scola; Brad Barker; Ken Linell; Letty Ridinger; Marcia A. Priestley; Sue Therriault
Cc: Lynn Butler; Wendy Lonstein; Marcia A. Priestley
Subject: BPL Joint meeting agenda for January 9, 2008

BOYLSTON PUBLIC LIBRARY
Board of Trustees, Foundation Board, Friends of the Library

JOINT MEETING AGENDA
Wednesday, January 9, 2008, 7:00 p.m.

Call to Order

Approval of minutes of December 12, 2007

Treasurer's report

Correspondence:
- From Letty Ridinger: Thank-you for flowers
- From MBLC: FY'09 State Aid award sent of $4,838.14 (FY'08 = $4,750)
- From MBLC: Announcement of second bus tour of new small libraries for Monday, January 28

Report from Foundation

Report from Friends

Director's report
- 2007 Annual Report for Town in preparation
- Automation of circulation with C/W Mars
- Gift of two paintings from Ms. Jean Corcoran received

Old Business
- Report on LPC meeting of Dec 18

New Business
- Library Building Calendar, Jan-Mar, 2008
- Discussion and approval of FY'09 operating budget, wages & expenses

Attachments:
- Minutes of December 12, 2007
- Librarian's report for December
- Children's Room report
- Banner: "Library vote set for March" -Dec 13
  "Library election is March 5" -Dec 20
- Centralities

Full Name: Gail and Nick Langhart

E-mail: langhart@comcast.net

• Gail Hassett

Full Name: Gail Hassett

E-mail: gfhassett@verizon.net

• Gina Murtari

Full Name: Gina Murtari

E-mail: murtari_gina@emc.com

• heebes@aol.com

Full Name: heebes@aol.com

E-mail: heebes@aol.com

• Heritage Bible Chapel - prayer chain list

Group Name: Heritage Bible Chapel - prayer chain list

Group Membe

Jan Githmark
Dana Roberts
Ann Fleming
Bruce & Julie Ostrowski
Che McRell
Chris & Colleen Pender
Darrell& Margaret Ann Nix
Dave & Karen Blackmer
Dave & Judith Dutton
David & Jennifer Gentleman
Edwin & Aimee Jacques
Ernie & Joy Truax
Frank & Noreen Alves
Fred & Allison Lake

BOYLSTON PUBLIC LIBRARY
Joint Meeting of Board of Trustees, Friends of the Library and Foundation
Wednesday January 9, 2008, 7:00 p.m.
Minutes

Attendees: Brad Barker, Ken Linell, Marcia Priestley, Letty Ridinger, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Jean Therriault, Lynn Butler, Wendy Lonstein, Persis Hamilton

Call to order: The meeting was called to order at 7:03 p.m.

Approval of minutes: Motion was made and seconded to approve the minutes of December 12, 2008. Approved.

Treasurer's report: Angelo Scola submitted the treasurer's report. Monthly activity: $25 donation in memory of Marlene Reardon and $15 donation for books. Currently there is $6507.87 in the account. Motion made and seconded to approve the report. Approved.

Correspondence: Nick Langhart –

- From Letty Ridinger: Thank you for flowers.
- From MBLC: Notification of State Aid Award for FY'09 sent, $4838.14 (FY'08 - $4750).
- From MBLC: Announcement of second bus tour of new small libraries for Monday January 28. Meet in Lakeville, MA.
- From Sue Olson: Letter to Atty. Mark Bobrowski to appoint him Special Counsel for Land Use Matters to represent the Town.
- Annual Legislative Breakfast will be held Friday, Feb. 1 at Worcester Public Library, 8 to 9 a.m.

Report from Foundation: Lynn Butler – Petitions passed in. Foundation has voted to donate Capital Campaign money and other funds of $350,000 toward Hillside Library Project. Capital Campaign funds will be separately designated. A grant application will be made to Fuller Foundation. Also looking on-line at other grants that might be available. Grants for energy efficiencies and technology were mentioned by Sue Therriault. Discussion on the appropriate uses for $350K gift followed. Brad discussed the need to set aside some program funds to promote activities in the new library building after opening.
Development Committee has about 17 things on the To-Do list. Presentations by Trustees to the public are scheduled for February 19 at 7:30 p.m. and February 21st at 2:30 p.m. on new library. DRAFT letter and FAQ's handed out for comment. Letter will be sent to many organizations in town and they will be asked for RSVP to these events. Trustees will take the lead on the presentations for the 19th and 21st. Library spaces will be set up as information galleries.

- **Andy Erickson**

Full Name: Andy Erickson

E-mail: Bentlyace31@aol.com

- **Andy&Patty Gallant**

Full Name: Andy&Patty Gallant

E-mail: andyga@zoom-dsl.com

- **Ann Fleming**

Full Name: Ann Fleming

E-mail: rannf@aol.com

- **Ann Fleming**

Full Name: Ann Fleming

E-mail: rannf@aol.com

- **Arnie & Kelly Vandoren**

Full Name: Arnie & Kelly Vandoren

E-mail: a_vandoren@verizon.net

- **Arthur&Elizabeth Ball**

The annual appeal letter will be a valentine. This year's donation may be "Great Courses' DVD set or 'Rosetta Stone' language courses on DVD.

Report from Friends: Wendy Lonstein – Children's Programs – Halloween was a big success. Bobbing for apples was a huge hit. December Holiday Party went very well and was well attended. Took kids pictures and all kids went home with a handmade card. Upgraded the membership to FOLUSA (Friends of the Library, USA) to include the Foundation. Coming plans: another movie night on Thursday, February 21st at 6 p.m. (in planning for Rattatouie). Easter Egg Hunt also being planned on Friday, March 21st. Also, book pins are on sale. Memorial Day Book Sale is in planning: buy a book bag and fill it up: $10 for adults, $5 for children. Friends went on a discount shopping spree for lights and ornaments for library at 90% off.

Director's report: Nick Langhart

- J Stewart Roberts has sent the renderings for the new library.
- 2007 Annual Report for Town in preparation
- Automation of circulation with C/W Mars – they will be sending us a quote. Start up fee will be about $2,400 and we will need 2 new computers at check-out. Patrons will receive a new bar-coded library card. New books are already bar-coded. Probably ready to start April 1. We will change to the 21-day (7 days for DVDs) network borrowing periods. Computer will generate all overdue notices. Fine basis will be the same as now. Side note: average circulation increase after new building is opened is 30%.
- Gift of two oil paintings of Boylston schools received from Ms. Jean Corcoran and have been acknowledged and hung.

Old Business

Report from Library Planning Committee:

Working on the Calendar of tasks/activities to precede the Special Town Meeting. Planning meeting for presentation on February 19th and 21st is scheduled for January 24th at 6:30 p.m. at the library.

New Business:

Library Building Planning Calendar, Jan.- Mar. 2008

Discussion of FY'09 operating budget, (wages and expenses). Revisions will be sent to Trustees. Motion to approve as revised made, seconded and approved.

Capital Planning Statement will be submitted tomorrow. Motion made, seconded and approved to submit the statement with a change in the amount to $4.75 million.

Article for Town Warrant: change the amount to $4.750,000. Motion made, seconded and approved to submit the article with revised $ amount.

Meeting adjourned at 9:41 p.m.

Respectfully submitted,
Marcia Priestley, secretary

Paul&Brenda Nickerson
Mike&Nancy McTigue
Fred&Allison Lake
Noreen Alves
Karen Blackmer
Arthur&Elizabeth Ball
Ann Fleming

- **aimeemj@alum.wpi.edu**

Full Name: aimeemj@alum.wpi.edu

E-mail: aimeemj@alum.wpi.edu

- **Alice Ball**

Full Name: Alice Ball

E-mail: Chatham213@charter.net

- **Alice Holland**

Full Name: Alice Holland

E-mail: oholland1970@charter.net

- **Allison Lake**

Full Name: Allison Lake

E-mail: Fredericksmom124@MSN.com

- **Amanda Spadazzi**

Full Name: Amanda Spadazzi

E-mail: Amandakate75@hotmail.com

Boylston Public Library
Board of Trustees
Calendar of Responsibilities

January	- Review / Approve / Submit next FY operating budget - Review / Approve library annual report to Town of Boylston - Joint meeting with Library Foundation and Friends of the Library
February	- Meet with Town Personnel Board re: staff salary changes if appropriate - Meet with Town Finance Committee re: next FY operating budget - Meet with Town Capital Planning Committee re: any capital requests - Obtain nomination papers for May annual election - Attend spring legislative breakfast - Publish spring edition of The Binder
March	- Approve / Submit any warrant articles for May Annual Town Meeting - Review progress on current year's goals and objectives
April	- Prepare for May Annual Town Meeting - Submit nomination papers for May annual election - Joint meeting with Library Foundation and Friends of the Library - National Library Week activities
May	- May annual town meeting - May annual election - Memorial Day activities
June	- Elect Board of Trustees officers for upcoming year - Approve meeting schedule for upcoming year - Submit / Conduct Library Director's performance appraisal - Review / Update Library's Long-range Plan - Set Goals and Objectives for coming year
July	- Joint meeting with Library Foundation and Friends of the Library
August	
September	- Publish fall edition of The Binder - Approve ARIS (Annual Report and Information Survey) to MBLC - Review progress on current year's goals and objectives
October	- Joint meeting with Library Foundation and Friends of the Library - Submit Financial Report and Compliance forms to MBLC - MLTA Annual Conference
November	
December	- Review progress on current year's goals and objectives

Notes: Joint Trustees meeting Jan 9 '08

702: MSP 12/18/07 minutes

$6,507.87 Treas

correspondence: agenda (five)

Friends report: FOLOSH upgraded mailslip to cover Fdn for $6; + Tru - coffee + brownies for Tru + in CR w/ bldg pitch

movie night planned, disc of Hawaii etc in Ref Room. 2/21 6:00

BK Sale - tan bookbag for $10 + fill " along w/ reg sales, $1/bk.

Easter egg hunt 3/23

Put Friends minutes on web.

7:15 Fdn report:

when Fdn mtg: $ 350,000 toward new bldg (Cap Campaign $175,000)

Fullers Fdn will be applied to. STBA. BB: $ for programs in first yr of new

→ Dev Com 'to do' list, 17 items for BOT: 2/19 + 2/21 info sessions

8:00 → Handout at invite to Tru groups. Draft of FHC's handout, respond to

email spread to all.; spread letter to BOT, corporators. Thinking of "Great Courses" or "Rosetta Stone long tapes"

→ BB - at info sessions - set up rooms as info galleries - how to do?

Pub Rel Dept:

8:25 ST on mtg w/ Plg Bd 1/7. was on Cable. Prep for 19 + 21. (TBOT 2/13)

working session for plans for 19+21: 1/17, th, 6:30, mark study

→ mtg notice for 1/24, do, 6:30 lib

→ Budget - Set to new #s

→ Send comparable Tru lib sals to BOT

→ See job descrip re bldg respos

MSP on Cap Plg article w/ revisions

```
ERROR: limitcheck
OFFENDING COMMAND: LZWDecode

STACK:

-filestream-
-filestream
-mark-
 /Filters
[0.0 1.0 0.0 1.0 0.0 1.0 ]
 /Decode
-
 /BitsPerComponent
[760.0 0.0 0.0 -60.0 0.0 60.0 ]
 /ImageMatrix
60
 /Height
760
 /Width
1
/ImageType
-mark-
-savelevel-
```

TOWN OF BOYLSTON
221 MAIN STREET
BOYLSTON, MA 01505-1930

Board of Selectmen

January 8, 2008

Attorney Mark Bobrowski
Blatman, Bobrowski & Mead, LLC
9 Damonmill Square, Suite 4A4
Concord, MA 01742

Dear Mr. Bobrowski,

As a result of your interview last week, the Board of Selectmen unanimously voted on Monday January 7, 2008, to appoint you as Special Town Counsel for Land Use Matters to represent the Town of Boylston.

The Board of Selectmen will discuss and finalize details at a mutually agreeable date and time in the near future.

Congratulations on your appointment. We look forward to working with you.

Sincerely,

Lori Esposito
Administrative Assistant

Cc: Board of Selectmen
Town Administrator
Town Clerk
General Distribution
File

508/869-2093 • FAX: 508/869-6210

1007

Announcing

Christmas Crafts
for school aged kids!

3:15 p.m. December 9

at South Worcester Branch Library

705 Southbridge Street
Worcester, MA 01610
799-1723

Pre registration is required.

BOYLSTON PUBLIC LIBRARY
Board of Trustees

MEETING AGENDA
Wednesday, December 12, 2007, 7:00 p.m.

Call to Order

Approval of minutes of November 14, 2007

Treasurer's report $6,467.25

Correspondence
- $25 donation for books in memory of Marlene Reardon by William J. Baguskas
- From Town Administrator: Notice of Special Town Meeting March 3, 2007

Director's report
- All approved back-minutes for Trustees and LPC sent to Town Clerk
- Report on status of available funds
- Thanks to Jean for animated views of new building now on web-site and library PAC
- Jean has also prepared exterior elevations of new building for modelling
- Paula out from 12/11 to 12/26
- Friends Holiday Party at library Saturday, 12/15, 11-1 p.m.

Old Business
- Report from Library Planning Committee, 11/20, 11/24, 12/4

New Business
- Report on results of Round Pond Group survey
- Year-end letter from Trustees
- Shall the library be closed 12/22 and 12/29?

Attachments:
- Minutes of November 14, 2007
- Librarian's report for November
- Children's Room report
- Boston Globe: "Whither the New Library", 12/6/07
- Centralities

FOXBORO PUBLIC LIBRARY
Board of Trustees

MEETING AGENDA
Wednesday, December 12, 2007, 7:00 p.m.

Call to Order

Approval of minutes of November 14, 2007

Treasurer's report

Correspondence
- $25 donation for books in memory of Marlene Reardon by William J. Baguskas

Director's report
- All approved back-minutes for Trustees and LPC sent to Town Clerk
- Report on status of available funds
- Thanks to Jean for animated views of new building now on web-site and library
- Jean has also prepared exterior elevations of new building for modelling
- Paula out from 12/11 to 12/26

Old Business
- Report from Library Planning Committee, 11/20, 11/24, 12/4

New Business
- Report on results of Round Pond Group survey
- Year-end letter from Trustees
- Shall the library be closed 12/22 and 12/29?

Attachments:
- Minutes of November 14, 2007
- Librarian's report for November
- Children's Room report
- Boston Globe: "Whither the New Library", 12/6/07
- Centralities

Nick Langhart

To: Board of Trustees
Subject: Agenda for the Boylston Public Library Board of Trustees meeting: December 12, 2007

BOYLSTON PUBLIC LIBRARY
Board of Trustees

MEETING AGENDA
Wednesday, December 12, 2007, 7:00 p.m.

Call to Order

Approval of minutes of November 14, 2007

Treasurer's report: $6,467.25

Correspondence
- $25 donation for books in memory of Marlene Reardon by William J. Baguskas
- FROM S.O.: SPECIAL TOWN MEETING NOTICE FOR MARCH 3, 2008

Director's report
- All approved back-minutes for Trustees and LPC sent to Town Clerk
- Report on status of available funds (handout)
- Thanks to Jean for animated views of new building now on web-site and library PAC
- Jean has also prepared exterior elevations of new building for modelling + LB's Mat'ls
- Paula out from 12/11 to 12/26
- Friends Holiday party 4-1 Sat 12/15

Old Business
- Report from Library Planning Committee, 11/20, 11/24, 12/4

New Business
- Report on results of Round Pond Group survey
- Year-end letter from Trustees
- Shall the library be closed 12/22 and 12/29?

Attachments:
- Minutes of November 14, 2007
- Librarian's report for November
- Children's Room report
- Boston Globe: "Whither the New Library"
- Centralities

Warrant Article

Communication Plan for May 1 Town Meeting

Topics

March 15, 2006

1. Introduction
    a. How did we get here
    b. What are we trying to do with this group

2. Review Communication Grid

3. Brainstorm communication areas and ideas (candidates, town groups, radio ads, flyers, ...)

4. Next steps

    a. Connect owners and participants to communication areas
    b. Identify tasks, questions, dependencies (fill in column)
    c. Send updates of grid to Jean_Therriault@msn.com for collection
    d. Meet to review plan and resolve questions (Timing?)

3/23 plus 6:30

4/4 6:6 wks

BOYLSTON PUBLIC LIBRARY
Board of Trustees Meeting
Wednesday Dec. 12, 2007, 7:00 p.m.
Minutes of Meeting

Attendees: Brad Barker, Ken Linell, Marcia Priestley, Sue Therriault, and Nick Langhart, Director.

Guests: Lynn Butler, Jean Therriault

Call to order: The meeting was called to order at 7:02 p.m.

Approval of minutes: Motion was made and seconded to approve the minutes of November 14, 2007. Approved.

Treasurer's report: Nick Langhart submitted the treasurer's report in the absence of Angelo Scola. Currently there is $6467.25 in the account. Motion made to approve the report. Seconded and approved.

New Business: Lynn Butler reported on the results of the Round Pond Group survey. Consistency with speaking points will be key. (See attached script of power point presentation) Lynn also spoke about the petition for the March 3 Special Town Meeting.

Correspondence: A $25 donation for books in memory of Marlene Reardon by William J. Baguskas was received and has been acknowledged.
From Town Administrator: Notice of Special Town Meeting to be held March 3, 2008. Articles will be accepted between January 7 and 22, 2008.

Director's report: Nick Langhart

Library

- All approved back-minutes for Trustees and LPC sent to Town Clerk
- Report on status of available funds (attached)
- Thanks to Jean for animated views of new building now on web-site and library PAC
- Jean was also thanked for preparing exterior elevations of the new building for modeling and thanks to Lynn Butler for the donation of mat board
- Paula away from 12/11 to 12/26
- Friends Holiday Party at library Saturday, 12/15, 11-1 p.m.

Old Business

- Sue Therriault reported on the Library Planning Committee of meetings of 11/20, 11/24, and 12/4. Selectmen have given the site at Hillside and scheduled a Special Town Meeting for March 3, 2008. A date for a ballot vote on the debt-exclusion bond has not been set. Sue asked Trustees to take a petition and get it signed by 20 people by Jan. 9. Next step for LPC is to come

up with a strategy for coordinating promotional activities prior to the March 3 meeting.

New Business

Year-end letter from Trustees: It was decided to use the February issue of the Binder to communicate what is going on with new library rather than issue a year-end letter.

The library will be closed on Saturday, 12/22 and Tuesday, 12/25, open Saturday 12/29 and closed on Tuesday, January 1, 2008.

A flower basket will be sent to Letty Ridinger since she has had surgery recently.

Meeting adjourned at 8:39 p.m.

Respectfully submitted,
Marcia Priestley, secretary

Notes: BOT mtg 12/12/07

7:02 – CTO, MSP minutes, Treas rpt: 6,467.25

- 23 Temple Street
- zoning for clinic
- Computer upgrade + copier

LB on Round Pd Group's survey results reviewed.
- handout of power point presentation distributed.
signatures for petition still ongoing.

7:43 – Dir rpt

7:56 LPC report – Selectmen's mtg 1) gave site, 2) set Town mtg.
Petition effort going forward – Jan 11 = 45 days prior to 3/3 – no date is set: 1/9 BOT mtg. for turn-in Jan 10.

8:: EB – Binder publicity in Feb – stress tax impact on property

NB · Close? 22 29
Close open

Gift for Kitty – surgery $ 26 – flowers from MP to be reimbursed

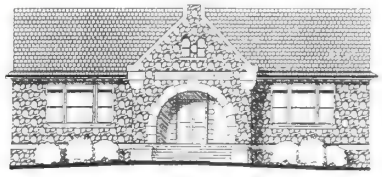
→ Save some "Funds available" for next LPC

7

ST
KL
MP
BB
JT
LB
NL

➡	. Bear **right** at **Turnpike Rd**	**2.8 mi**
	. Continue on **RT-9 W**	**1.4 mi**
⬅	. Turn **left** at **Otis St**	**0.9 mi**
➡	. Turn **right** at **Smith Pky**	**0.5 mi**
	. Continue on **Fisher St**	**0.3 mi**
➡	10. Turn **right** at **Charlestown Meadows Dr**	**262 ft**
	11. Arrive at 100 Charlestown Meadows Dr Westborough, MA 01581	

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

December 12, 2007

Summary of Funds Available for Library Use Apart from Appropriations

	Start of Schematic Phase	End of Schematic Phase	
Board of Trustees checking	$ 6,265	$ 6,467	
MBLC State Aid Account	22,374	17,624	
Demoorjian bequest of 1989	10,592	10,592	
Earned interest on 4 endowments (of 10)	34,120	28,150	
MBLC Construction Account interest	16,630	590[2]	
	$89,981	$63,423	($26,558[1])

Expenses

Daedalus Projects:

6/30	$2,100
7/31	800
8/31	1,760
9/30	1,430
10/31	770
	6,860

J. Stewart Roberts:

9/21	9,950
10/1	5,970
11/1	3,980
	19,900

Total: 26,760

Funds used:

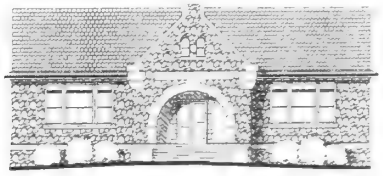
MBLC State Aid Account	$ 4,750
Hunt Legacy (one of 4 endowments)	5,970
MBLC Construction Acc't	16,040
	26,760

1. Funds deficit less than expenses because of interest earned on Trustees checking account.

2. Remainder held for anticipated November bill from Daedalus.

   Another ±$1,000 to be spent for renderings ordered from J. Stewart Roberts

BOYLSTON PUBLIC LIBRARY



BOYLSTON PUBLIC LIBRARY
Board of Trustees

MEETING AGENDA
Wednesday, November 14, 2007, 7:00 p.m.

Call to Order

Presentation of recommendations of Library Planning Committee to the Board

Approval of Minutes of October 18, 2007

Treasurer's report

Correspondence
Approval of 10/31 Daedalus invoice for October services, $770.00

Director's report
Library:
Presented proposed library plans to Annual Meeting of Foundation
Thanks to Cathy Richard for donation of desk-top HP color copier
Building:
Report on Designed Masonry's library exterior repairs
Furnace repairs on 10/30 (no heat) and 11/7 (high temp limit control)

Old Business
Report of Library Planning Committee mtg of November 6
Report of MBLC small libraries tour (Boxborough, Maynard, Georgetown, Merrimac)
New Business
"Library staff overpayment" issue
"Insufficient funds" in Library Construction Account issue

Adjournment

Attachments:
Minutes of October 18, 2007
Librarian's report for October
Children's Room report
Work log of Designed Masonry with cost breakdown
Centralities

Boylston Library Trustees' Meeting – November 14, 2007

Library Planning Committee Update

1. Recommendation from Library Planning Committee - Sue

   The Library Planning Committee recommends that the Trustees petition the Selectmen for a special Town Meeting on or around February 1, 2008 with the objective of securing the site identified and voted at Hillside, and for securing approval and financing for the final construction of a new library building.

2. Final plans from J. Stewart Roberts - Nick
3. Cost estimate from Daedalus Projects, Inc. - Fran
4. Financial model - Fran
5. Project timeline – Ken
6. Discussion
7. Vote on Recommendation

Boylston Library Trustees' Meeting – November 14, 2007

Library Planning Committee Update

1. Recommendation from Library Planning Committee - Sue

   The Library Planning Committee recommends that the Trustees petition the Selectmen for a special Town Meeting on or around February 1, 2008 with the objective of securing the site identified and voted at Hillside, and for securing approval and financing for the final construction of a new library building.

2. Final plans from J. Stewart Roberts - Nick
3. Cost estimate from Daedalus Projects, Inc. - Fran
4. Financial model - Fran
5. Project timeline – Ken
6. Discussion
7. Vote on Recommendation

BOYLSTON PUBLIC LIBRARY
Board of Trustees Meeting
Wednesday Nov. 14, 2007, 7:00 p.m.
MINUTES

Attendees: Brad Barker, Ken Linnell, Marcia Priestley, Letty Ridinger, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Fran Brissette, Library Foundation

Call to order: The meeting was called to order at 7:00 p.m.

Presentation of recommendations of Library Planning Committee to the Board:
"The Library Planning Committee recommends that the Trustees petition the Selectmen for a special Town Meeting on or around February 1, 2008 with the objective of securing the site identified and voted at Hillside, and for securing approval and financing for the final construction of a new library building."

Other topics: Nick reviewed the latest schematic plans from J. Stewart Roberts.
The updated cost estimate from Daedalus Projects, Inc. was discussed: $5 million will cover all anticipated expenses. Fran Brissette explained his financial model for a construction loan and then a debt-exclusion bond spread over 20 years.
Ken Linell presented the project timeline showing a February, '08 start, 7 months for drawings, 2 months for bid/award and 10-12 months for construction: occupancy in fall of 2009. On Dec 12, the Board will hear the results of the Foundation's public survey designed by the Round Pond Group consultants.
Discussion – Brad said he had reservations about whether inflation had been taken into consideration and he believes we should also have an accountant look at the financial model. All agreed that the presentation will be very important and that we must explain the impact on taxes clearly. Sue will discuss the financial picture, proposed timeline and need for a February Special Town Meeting and ballot vote with the Selectmen at their meeting Monday, November 19.
Vote on Recommendation – Motion made, seconded and approved to move ahead with the plan to request a special Town Meeting in February.

Approval of minutes: Motion was made and seconded to approve the minutes of October 18, 2007. Approved.

Treasurer's report: Angelo Scola submitted the treasurer's report. Currently there is $6466.76 in the account. Motion made to approve the report. Seconded and approved.

Correspondence: Nick Langhart
Presentation of 10/31 Daedalus invoice for October services, $770.00 and of J. Stewart Roberts invoice for $3,980.00 dated November 13 for the last 20% of their services. Motion made and seconded to approve payment of both. Approved.

Date & Time received _____
Town Clerk's Office

TOWN OF BOYLSTON

MEETING NOTICE

The Boylston Public Library Board of Trustees
Board or Committee

Will be holding a meeting on the

30th (date) of June, (month), 2005 (year)

at 7:00 p.m.
o'clock

at the Library, 695 Main St., Boylston
building location / street address

Director's report: Nick Langhart

Library

- Presented proposed library plans to Annual Meeting of Foundation 10/24.
- Thanks to Cathy Richard for donation of desk-top HP color copier 10/27.

Building

- Report on Designed Masonry's library exterior repairs. Work began 10/22 and was completed 11/1 for $13,300 paid from the Article #33 account. Nick showed before and after photos of work pointing masonry, installing ground slab with drain, cornice and gable repair and painting of wood and stucco. A detailed work log and cost breakdown for each task was provided.
- Furnace repairs were required on 10/30 (no heat) and 11/7 (high temp. limit control). The latter, required by insurance carrier, will be paid from Article #33 account.

Old Business

- Report from Library Planning Committee of meeting of November 6 at which the final schematics and latest cost estimate were presented for the Hillside project.
- Report of MBLC small libraries tour of Boxborough, Maynard, Georgetown, Merrimac libraries on 10/26. Brad was thanked for his notes and photos. Sue T. and Paula Peterson also attended.

New Business

"Library staff overpayment" issue. Many years ago there was an inquiry about the library's ft staff receiving compensation (as comp time) for Monday holidays as the library is closed on Mondays. Selectman Stanton received a note about this recently. The consensus was to not address this unless asked.

"Insufficient funds " in Library Construction Account caused the Town Accountant to halt payment on two approved invoices for J.S.R.A. and the September OPM invoice. After discussion, it was decided to ask that the bills be paid promptly, that a strategy for dealing with the $10,000 shortfall be pursued and that the Accountant be asked to regularly provide us with detailed statements quarterly of all account activity.

"Why the Public Library is Important to Boylston" is a talking points memo prepared and presented to the Trustees by Brad Barker. It is intended to make the case for the contemporary public library in the face of the Internet challenge and the proliferation of information generally. Brad asked for comments, additional points, etc., and he will revise and expand the draft as needed. The Trustees thanked him and will share his work with the Foundation and the LPC.

Meeting adjourned at 9:19 p.m.

Respectfully submitted,
Marcia Priestley, secretary

- **weldon_pollard**

Full Name: weldon_pollard

E-mail: weldon_pollard@attglobal.net

- **Wendy Mitchell**

Full Name: Wendy Mitchell

E-mail: wmitchell148@direcway.com

November 25, 2007

Boylston Board of Selectmen
Municipal Office Building
Boylston, MA 01505

Dear Mr. Stanton, Mr. Deal, and Mr. Sydow:

At its regular monthly meeting on Wednesday, November 14, the Boylston Board of Library Trustees voted to petition the Board of Selectmen to hold a special town meeting on or around February 1, 2008, with the objective of securing the site identified and voted at Hillside at the October 16, 2007, special town meeting and for securing approval and funding for the final construction of a new library building at Hillside. We also understand that a ballot election is needed because an appropriation will be required. The Library Planning Committee and the Library Trustees are in the process of putting together the petition for this special town meeting and will be obtaining the required 200 signatures within the next 2 – 3 weeks.

The Library Planning Committee and the Library Trustees are scheduled to meet with the Board of Selectmen on Monday, December 3rd, at 7:30 p.m. We will update you on the progress of the library project and timeline and will be available to answer any questions that you may have.

In the interim, please feel free to contact me at 508-869-6572 or via email at susan_therriault@msn.com.

Thank you for your support throughout this project.

Sincerely,

Susan A. Therriault, Chair
Boylston Board of Library Trustees

Cc: Suzanne Olsen, Town Administrator
Lori Esposito, Administrative Assistant
Nick Langhart, Library Director
Board of Library Trustees
Library Planning Committee

United States
Environmental Protection Agency

United States
Department of Energy

November 2007

SUBJECT: The 2008 Model Year EPA/DOE Fuel Economy Guide

Dear Reference Librarian:

The U.S. Department of Energy (DOE) and U.S. Environmental Protection Agency (EPA) seek your help in providing your customers with information about fuel economy and the benefits of using more fuel-efficient vehicles. Enclosed are two copies of DOE/EPA's 2008 Fuel Economy Guide, an annual publication featuring fuel economy data for new model year cars, sport utility vehicles, and light trucks. This year's Guide contains fuel economy estimates which are based on updated EPA calculation methods which are described in further detail in the Guide. We would very much appreciate your displaying the guides prominently in your library with other automotive reference materials. We will gladly ship additional copies to you for free distribution, and invite you to use our new on-line ordering system available through DOE's EERE Information Center, http://www.eere.nrel.gov/afdc/vehicles/fuel_economy_order_form.html.

DOE and EPA have developed the fuel economy web site, www.fueleconomy.gov. The web site contains an electronic version of the Fuel Economy Guide and features updated fuel economy data for new and used passenger vehicles dating back to 1985, allows side-by-side vehicle comparisons, and offers fuel-saving tips. The web site also contains vehicle-specific air pollution emissions information and safety ratings, and provides links to car buying web sites. We believe the web site can help your members make informed automotive purchase decisions. We encourage you to link your library web site to www.fueleconomy.gov.

Thank you very much for your help to encourage fuel economy. By working together, we can help consumers save money, re duce our nation's dependence on imported oil, and promote cleaner air in our communities. Please call 1-877-337-3463 if you have any questions concerning this letter.

Sincerely,

Karl J. Simon, Director
Compliance and Innovative
Strategies Division
Office of Transportation and Air Quality
U.S. Environmental Protection Agency

Ed Wall
Program Manager
Office of FreedomCAR and
Vehicle Technologies
U.S. Department of Energy

BCT Notes 11/14/07

CTO: 7:00 ST on background of market-CPM services. Recomendation from LPC for In vote. Design presentation, disc.

8:00 From or cost est. w/ handout, prop tax impact. disc.

From hrs: 8:35 Dec 12 mtg of BCT to hear from 2nd Pane Group
Sentiment for starting 200 name petition now anyway.

Minutes

→ "Investment funds" - get the agreement in writing

→ Quarterly reporting of w+s, Exps, LCA, & Alt 33 r Trust Funds

→ Dec 30T - 3B's talking Points, Share w/ Fdn

Best future LPC mtgs

CCC Dan

Past Mtgs: Dec/Jan/Feb

Commonwealth of Massachusetts
Board of Library Commissioners

648 Beacon Street • Boston, Massachusetts 02215-2070
(800) 952-7403 in state • (617) 267-9400 • (617) 421-9833 fax

MEMORANDUM

Date: March 20, 2000

To: Board of Library Commissioners, Public Library Directors, Regional Administrators

From: Deshala Dixon, State Aid Specialist

Re: State Aid to Public Libraries Program Policies for FY2001

Attached are the six policies of the State Aid to Public Libraries Program that were approved by the Board of Library Commissioners on March 2, 2000.

The Closure of a Public Library,

Minimum Standards of Hours of Service for Public Libraries,

Municipal Appropriation Requirement Calculation,

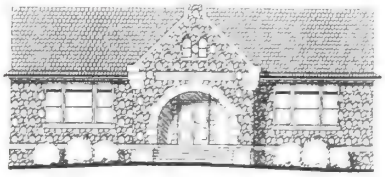
Determining Eligibility for a Waiver of the FY2001 Municipal Appropriation Requirement,

Minimum Materials Expenditure Standard Calculation,

Extending a Grace Period for Increased Population-Based Minimum Standards.

If you are unsure that your library is meeting the Material Expenditures Requirement or the Municipal Appropriation Requirement please use the attached worksheets to assist you. If you have any questions about the polices or how to use the worksheets do not hesitate to contact Deshala Dixon at *deshala.dixon@state.ma.us* or myself at *dianne.carty@state.ma.us*.

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

BOYLSTON PUBLIC LIBRARY
Board of Trustees, Foundation Board, Friends of the Library

Joint Meeting Adgenda
Thursday, October 18, 2007, 7:00 p.m.

Call to Order

Approval of minutes of September 12, 2007

Treasurer's report

Correspondence:
- Copy of letter from Selectmen to MBLC, Sept 24, 2007
- Invoices from J.Stewart Roberts Assoc., Sept 21, $9,950 and Oct 1, $5,970
- Invoice from Daedalus Projects, Inc. Oct 1, $1,430 (services for September)

Report from Foundation

Report from Friends

Director's report
- Library:
  - Binder mailed Sept 6
  - MBLC annual financial and compliance report mailed Oct 9
  - Farmathon at 'Shades of Autumn' at Tower Hill
  - Removal of older 'vacation' reading
- Building:
  - Thanks to Jean, Fran and Ken for deck repair October 13
  - Design Masonry to begin work 10/22 on chimneys, start-up mtg Oct 28
  - Desk donation received from Lupiens, new desk for staff computers installed

Old Business
- Report from Library Planning Committee

New Business
- Privatization issues

Attachments:
- Minutes of September 12, 2007
- Librarian's report for September
- Children's Room report
- Centralities

BOYLSTON PUBLIC LIBRARY

Joint Meeting of Board of Trustees, Foundation Board, Friends of the Library
Thursday, October 18, 2007, 7:00 p.m.

Attendees: Brad Barker, Ken Linell, Marcia Priestley, Letty Ridinger, Sue Therriault, Angelo Scola, and Nick Langhart, Director.

Guests: Jean Therriault, Wendy Lonstein

Call to order: The meeting was called to order at 7:00 p.m.

Approval of minutes: Motion was made and seconded to approve the minutes of Sept. 12, 2007. Approved.

Treasurer's Report: Angelo Scola submitted the treasurer's report. Currently there is $6386.99 in the account. Motion made and seconded to approve. Approved.

Correspondence: Nick Langhart

- We received $79.77 from the Foundation for additional cost of mailing the fall Binder because the Foundation's survey was included.
- Copy of letter from Selectmen to MBLC, Sept. 24, 2007. This letter, drafted by Sue Therriault, explained the decision not to return the expended portion of the MBLC construction grant.
- Invoices from J. Stewart Roberts Assoc., Sept. 21, $9,950 and Oct. 1, $5,970 – Motion made, seconded and approved to pay invoices. ($3,980 remains to be billed).
- Invoice from Daedalus Projects, Inc., Oct. 1, $1,430 (services for September). Motion made, seconded and approved to pay invoice.

Foundation Report: Jean Therriault : The Foundation submitted an application for matching funds for those raised in FY'07 by the Friends and the Foundation under the state's Fund for Public Libraries. $11,613.50 was privately raised in this period.
The Annual Meeting will be Oct 26 and honor past charter members on the 25th anniversary of the founding.
Round Pond Group will deliver its report on the town-wide survey during the November Foundation meeting. 91 surveys were returned out of 2086 mailed.

Friends Report: Wendy Lonstein: Friends conducted a highway clean-up on Tuesday, Oct 16 along Rt. 70.
Fall Harvest event is going to be on Saturday, October 27th on the lawn; games and contests instead of pumpkin judging this year.
Three new members have joined the Friends.
The elementary school has an email Yahoo group to which links can be added. Wendy asked if we want to put a library link on it. We agreed to link both 'In the Loop' and the library web site.

Copyright 2002 U.S. Highbush Blueberry Council

Director's report: Nick Langhart

Library –

- Binder mailed Sept. 6 with the Foundation survey.
- MBLC annual financial and compliance report mailed Oct. 9.
- Farmathon at "Shades of Autumn" at Tower Hill was held over the Columbus Day weekend. See Children's Room report.
- Paula has weeded the older "vacation" reading to free up space for more books on CD.
- **Building** – Thanks to Jean, Fran, Nick and Ken for deck repair on October 13. The boards on the deck and steps were turned over and re-nailed.
- Design Masonry to begin work 10/22 on chimney re-pointing; start-up meeting was held Sept. 28.
- Historic desk donated by Bruce and Sandra Lupien to be used as the page desk; a new desk for staff computers has been installed as well.

Old Business

Report from Library Planning Committee – Met with J. Stewart Roberts and Phil O'Brian. (architects) and Bob White (OPM) on Oct 9th. They reduced the height of the proposed building and added dormers. The modified design will add more natural light. On Nov. 6 at 7 p.m. the architects will be meeting with the LPC to deliver the final schematic plans and Daedlaus will have an updated construction cost estimate.

New Business

Privatization issues: Brad alerted us to a new trend for municipalities to outsource the management of public libraries. Libraries, Inc is the largest company. Brad will do additional research on this.

Meeting adjourned at 8:05 p.m.

Respectfully submitted,
Marcia Priestley, Secretary

Check Out: Confirmation

Google Site Stats - send feedback

Thank you for your order.
Please print this page for your records.

If you have any questions about your order, please Contact Us.

View Orders

Confirmation

Tracking:

Order Date: 07/26/07
Order Number: entirelypets-1529129
Shipping Method: Ground 4-7 Day ($4.95)

Ship To

gail langhart
20 newell hill road
sterling MA 01564
978-422-9923

Bill To

gail langhart
20 newell hill road
sterling MA 01564
978-422-9923

langhart@comcast.net

Keep Shopping

Your Order

	Item Name	SubTotal
1	Zymox Otic with Hydrocortisone (1.0%) - Clinic Size (8oz)	57.99
1	Otiderm Ear Cleanser (8 oz)	5.99
	Subtotal:	63.98
	Shipping:	4.95
	Tax:	0.00
	[illegible]	[illegible]

Copyright © 2007 Yahoo! Inc. All rights reserved
Yahoo!'s Privacy Policy - Merchant's Privacy Policy

BOT Oct 18 (minus) 2007

Meeting Notes

7:00

Trees $6,386.99

→ 2 JSR bills to pay (leaves $3,980 to be paid)
→ Daedalus bill to pay

Fdn – Lib fund app
– smile mtg thanks founders 10/28
– Round Pond – 90 responses

Friends – Lib fund
– by cleanup tue. 10/15
– Fall Harvest 10/27

DR:

OB, LPC was oct 9 w/ JSR + RW – new elev shown
See again 11/6 7:00 – w/ new cost est, Fly-thru, etc

(7:43 K.L. arr)

N.B. 7:55
Privitization – BB will investigate

8:05

Fdn
10/26th:
– architure
– Services

on Tue 4/ST

dest
~~4 book boxes~~
~~edit BOT mins~~
ty to Jason
Deadalus bill
JSR bills
papers to BB
prep Talk for wed

TOWN OF BOYLSTON

221 MAIN STREET
BOYLSTON, MA 01505

Board of Selectmen

September 24, 2007

Robert Maier, Director
Massachusetts Board of Library Commissioners
98 North Washington Street, Suite 401
Boston, MA 02114

Dear Mr. Maier,

Recently, the Boylston Board of Library Trustees updated the Board of Selectmen on its recent decision / recommendation to not return the $203,000 expended from its public library construction grant received in November 2003. It was a very difficult decision for everyone and was discussed at length with the town's Board of Selectmen, Finance Committee and Capital Planning Committee.

The Trustees' rationale revolves around the unpredictability of the timing of a future grant round and the number of libraries on the waiting list in the current grant round. With over thirty libraries ahead of Boylston, we would not anticipate being receiving a new MBLC construction grant until at least 2012. A financial analysis was prepared for building a new library on a town-owned site near other municipal buildings. This analysis indicates that building a library within the next five years will be less expensive than waiting for the next grant round due primarily to the cost of inflation.

The Town of Boylston is facing several major capital construction projects in the near future and it needs to have a plan for accommodating the town's needs and controlling capital improvement projects.

On behalf of the Selectmen and Library Trustees, I want to thank you, the Board of Library Commissioners, and its staff for the time and efforts that you have given to us as we have wrestled with our library project. The options that you provided were both understanding of our situation and fair to all concerned. We look forward to our continued work together.

Sincerely,

James B. Stanton, Chair
Boylston Board of Selectmen

Cc: Sen. Harriette Chandler
Rep. Harold Naughton
Suzanne Olsen, Boylston Town Administrator
Susan Therriault, Chair, Library Board of Trustees
Nicholas Langhart, Director, Boylston Public Library
John Arnold, Chairman, MBLC
George Comeau, Commissioner Liaison for Construction, MBLC
Anne Larsen, Library Building Consultant/Small Library Specialist
Patience Jackson, Library Building Consultant
Maureen Killoran, Head Public Library Advisory Unit

Commonwealth of Massachusetts

Board of Library Commissioners

98 North Washington Street • Suite 401 • Boston, MA 02114

September 12, 2007

Suzanne C. Olsen, Town Administrator
Town of Boylston
221 Main Street
Boylston, Massachusetts 01505

Dear Ms. Olsen:

This letter is to confirm the status of the Town of Boylston in relation to the Massachusetts Public Library Construction Program administered by our agency. In a May 9, 2006 letter to the Selectman Chair, the Massachusetts Board of Library Commissioners offered two options in relation to a grant awarded under this Program to the Town. The first option required the Town to return $206,186, the remainder of MPLCP grant funds still in its possession, in order to retain eligibility for future construction grant rounds as they occur. The second option had the Town retaining those funds, with the understanding that by that action it would become ineligible to apply for grants under the MPLCP until 2021.

In a July 14, 2006 letter, you stated that the Town was accepting the first option and would request funds at the May 2007 Town Meeting sufficient to return the remaining $206,186. The Town chose not to request funds at the May 2007 meeting and has not returned the remaining MPLCP grant funds. It also has not communicated with this agency since the May Town Meeting. By these actions we understand the Town has decided to accept the second option offered to it.

To clarify the Town's current position, here is Option 2 as described in my May 9, 2006 letter:

> Option 2. The Town retains the $206.186 of expended grant funds and returns the difference ($287,656) to the Commonwealth. Under this option, the Board of Library Commissioners will consider that the Town has undertaken a project under the Massachusetts Public Library Construction Program as of June 7, 2001 (date of waiting list placement) and would not be eligible to apply under this program until 2021, when the project's 20-year planning horizon will have been met.

617 725-1860 • 800 952-7403 (in state only) • Fax: 617 725-0140

I regret that the Town of Boylston was not able to proceed with the library building project as described in its 2001 MPLCP grant application, but wish the Town success in its future library improvement plans. Anne Larsen of our staff is ready to provide technical assistance to the Library and the Town as alternate options and possibilities are considered.

Sincerely,

Robert C. Maier
Director

cc: Susan Therriault, Chair, Library Board of Trustees
Nicholas Langhart, Director, Boylston Public Library

Boylston Public Library

Invoice

October 12, 2007

TO: Boylston Public Library Foundation
P. O. Box 102
Boylston, MA 01505

For additional postage to mail Survey Form with the fall, 2007 issue of the Binder.

Cost to mail the fall issue on October 5, 2006: 2,166 at $0.072 = $155.95

Cost to mail the fall issue on September 26, 2007: 2,086 at $0.113 = $235.72

Difference: $79.77

Please make check payable to "Trustees of the Boylston Public Library"

Thanks,
Nick
Nick Langhart, Director

Nick Langhart

To: Board of Trustees
Subject: Agenda for Boylston Public Library Board of Trustees meeting: September 12, 2007

BOYLSTON PUBLIC LIBRARY
Board of Trustees

MEETING AGENDA
Wednesday, September 12, 2007, 7:00 p.m.

Call to Order

Approval of Minutes of August 8, 2007

Treasurer's report
- Request to pay FY'07 bill of $7.50 to Upstart Promotions for children's room bookmarks

Correspondence
- MLTA/MFOL joint conference invitation for Oct 27

Director's report
- Library
  - FY'08 Annual Report Information Survey (MBLC) completed Aug 24
  - Binder (Fall newsletter) underway
  - Building insurer inspection done Sept6
  - Report on status of Article 33 contractor work
- Building
  - Daedalus (OPM) contract signed and mailed Sept 5
  - Prepared list of possible sq.ft. reductions for new building, sent to JSR

Old Business
- Report of Library Planning Committee of August 21, 28, Sept 4, 11
- Meeting with senior rep. Richard Reardon Sept 6

New Business
- Approval of Daedalus invoice for August: $1,760.00 for R. White, 16 hours

- Attachments:
  - Minutes of August 6, 2007
  - Flyer on MLTA/MFOL conference
  - Librarian's report for August
  - Children's room report
  - Banner: "Future of Hillside Explored" August 16,'07
  - Centralities

Gail Langhart

From: "Martin Kelly" <mandlkelly@charter.net>
To: "'Gail Langhart'" <langhart@comcast.net>; "'Bruce Miller'" <bandgmiller@worldnet.att.net>; "'Marion Hamilton'" <marionhamiltonot@comcast.net>
Sent: Tuesday, August 07, 2007 10:09 PM
Subject: We Flunked Out

Hi all,

The Kelly interviews didn't go as well as planned. Surprise of all surprise is that it was Otie that flunked out. They said they'd take Lola but that Otis was too much of a bully. Whatever, he's still mommy's sweet boy and I think he just didn't want to go to any stupid summer camp. Kids!!!

Talk to you soon.

Love,
Laurie

BOYLSTON PUBLIC LIBRARY
Board of Trustees Meeting
Wednesday Sept.12, 2007, 7:00 p.m.
Minutes.

Attendees: Marcia Priestley, Brad Barker, Sue Therriault, Letty Ridinger, Angelo Scola and Nick Langhart, Director.

Guest: Jean Therriault

Call to order: The meeting was called to order at 7:00 p.m.

Approval of minutes: Motion was made and seconded to approve the minutes of August 8, 2007. Approved.

Treasurer's report: Angelo Scola submitted the treasurer`s report. Currently there is $6419.33 in the account. Request made to pay FY`07 bill of $7.50 to Upstart Promotions for children`s room bookmarks. Motion made and seconded to pay the $7.50 to Upstart. Motion made and seconded to approve the report. Approved.

Correspondence: Nick Langhart – MLTA/MFOL joint conference invitation for Oct. 27th at the Courtyard By Marriott in Marlboro.

Director's report: Nick Langhart

Library

- FY`08 Annual Report Information Survey (MBLC) completed Aug. 24
- Binder (fall newsletter) underway – lots in it. Survey from Foundation will be added as a tear-out sheet to be returned.
- Building insurer inspection done September 6
- Report on status of Article 33 contractor work (see attached Status). Discussed a workday for volunteers to repair and stain the deck/ramp, Oct 13.

Building

- Daedalus (OPM) contract signed and mailed Sept. 5. Sue signed contract with architect Sept. 11.
- Prepared list of possible sq ft. reductions for new building, sent to JSR – these were incorporated in the plans we reviewed on Sept. 11.

Old Business

Report from Library Planning Committee of August 21, 28, Sept. 4, 11: met with architect and OPM twice since our last trustees meeting. Sue showed some site plans with revised floor plans of 12,250 sq ft. Bob White of Daedalus is putting together a cost estimate based on these schematics.

We tend to air our
out new Topper Pads out in a spare room with the windows open for fresh air. One trick we have learned is that the Topper Pad seems to air out more quickly with a fan blowing on it. So we put the pad over a chair with the fan blowing on it, and turn the pad over in the morning to air out both sides equally. You may want to put a double folded towel over the back of the chair before putting the topper pad over the chair. This helps to make sure that the topper pad doesn't somehow get a hole poked into it by chair back. This takes care of the odor, for the most part, within a day or two and then it should be ready to go on your bed.

After you begin to use the Topper Pad, you can take care of any residual odor by airing it out in the same manner during the day and then putting the pad back on your bed at night. In our experience, this takes care of any such residual odor in a few days. Another option is airing the Topper Pad outside for a day or two. Many customers tell us this works well, but of course you need to be careful about any dirt or moisture outside that may damage the Topper Pad.

--
This message has been scanned for viruses and dangerous content by MailScanner, and is believed to be clean.

Meeting was held with senior's rep. Richard Reardon Sept. 6th. They are looking at grant possibilities for a proposed senior center of c.5,000 sq ft. to be near the proposed new library.

New Business

Approval of invoice from Daedalus for August: $1,760.00 for Bob White's time of 16 hours. We will pay it from the Library Construction Account (leftover interest from the original library grant). Motion made and seconded to approve payment. Approved.

Discussion on town counsel vacancy.

Meeting adjourned at 8:20 p.m.

Respectfully submitted,
Marcia Priestley, Secretary

for a day or two. Many customers tell us this works well, but of course you need to be careful about any dirt or moisture outside that may damage the Topper Pad.

Item # : 2
Product name : Queen Platinum Protector Waterproof & Allergy-Free Mattress Pad
Part num : PlatQueen
Qty : 1
Price : 49.99
Total : 49.99

Unpacking Your Memory Foam Topper Pad

This Memory Foam Mattress Pad is made of the highest quality Visco Elastic Foam available. It has been folded, machine rolled and compressed for efficient delivery. This will not affect its performance, but it may require 24 to 72 hours to regain its full shape.

IMPORTANT Do not use scissors or any sharp object when removing the plastic cover. Exercise care and remove the plastic cover by hand. Gently pull the compressed product to unroll it. If you notice a slight odor when the package is opened, it is normal for "fresh foam" and will fade away in couple of days. Gently separate the layers by using a slow, steady, uniform pulling motion. Caution must be exercised, to avoid tearing the foam. Once unrolled, allow it to recover naturally before making up your bed. Simply center the Memory Foam Topper directly on top of the mattress and cover both with the same fitted sheet. If you have an overstuffed or pillow top mattress, you may require deep pocket sheets to cover the Memory Foam Mattress Pad.

Care and Use

Cleaning: Simply spot wash by hand with warm water and mild detergent. Rinse and gently wring out. Allow product to air dry prior to use. Do not machine wash or dry.

Safety - Fire safety precautions should always be followed. You may use an electric blanket, but be sure it is in good working condition and UL approved with no visible wear or frayed wiring.

Hints for Airing out the Topper Pads:

BOT Notes 9/12/07

CTO 7pm
minutes: 8/8/07 MSP
Treas $3,419.33 - 7pm tempstat MSP

→ Vote for deck/ramp on a wkdy - Bridge Oct 13 Ind 14
Disc of lib plg me Oct 9 not CPC
lawyer issues - survey
→ Doubles Aug bill $1760 MSP
@ 7:20

Oct 10 no BS, MP

As Tue ok

Dieglio bill
Connell re JSK
Bridge Pier

Commonwealth of Massachusetts
Board of Library Commissioners

648 Beacon Street • Boston, Massachusetts 02215-2002 • 617 267-9400
phone • 617 421-9833 fax

POLICY

STATE AID TO PUBLIC LIBRARIES PROGRAM

MINIMUM MATERIALS EXPENDITURE STANDARD CALCULATION

The minimum materials expenditure standard is computed for all municipalities using the actual amount expended for library materials and the total expended by the library to operate. The percentage expended is calculated with these two figures and compared to the minimum required standard. (MGL, c.78, s.19B; 605 CMR 4.01(5)).

The following lines from the *State Aid to Public Libraries Financial Report* will used to calculate the materials expenditure percentage:

1. Personnel
   salaries line only

2. Library Materials
   all lines

   The cost of books, serials, audio materials, and other non-print materials that circulate to library patrons or are used by library patrons within the library. Included are CD-ROM and online costs, and museum passes. Supplies used to prepare library materials for circulation are not included (e.g. bar codes, book pockets, etc.) and the monetary value of donated books may not be included.

3. Other Operating Expenditures
   all lines (including network membership)

   The current and recurrent costs necessary to support the provision of library services. These include expenditures made by the library that are not capital, personnel, or for library materials. Other operating expenditures include building maintenance, energy and utilities, network membership, supplies, repair or replacement of existing furnishing and equipment, and other miscellaneous expenditures.

Nick Langhart

To: Board of Trustees
Subject: Boylston Public Library Board of Trustees meeting: Wednesday, August 8, 2007

BOYLSTON PUBLIC LIBRARY
Board of Trustees

MEETING AGENDA
Wednesday, August 8, 2007, 7:00 p.m.

Call to Order

Approval of minutes of July 11, 2007 and July 25, 2007

Treasurer's report
Request to pay left-over FY'07 bill of $25.94 for Paula

Correspondence - none

Director's report:
Library
Support staff changes
FY'08 meeting dates posted for BOT and LPC
All LPC minutes delivered to Town Clerk
Spare bookdrop loaned to Northborough PL
Building
Site visit with contractor on foundation drainage, 7/24, quote received
Site visit with Michael Buddenhagen on cornice wood repairs, 8/2
B F Plumbing inspects furnace for backflow preventer, temp control, 7/25
New deck and lobby matting installed, 7/21

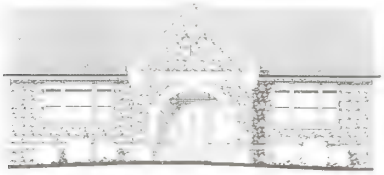
Old Business
Report of Library Planning Committee, July 16, July 24, July 31, August 7.

New Business

Adjournment

Attachments:
Minutes of July 11, July 25, 2007
Librarian's report for July
Children's Room report
Banner: "Library is keeping up momentum"
Centralities

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Wednesday Aug.8, 2007, 7:00 p.m.
Minutes

Attendees: Brad Barker, Ken Linell, Marcia Priestley, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Jean Therriault

Call to order: The meeting was called to order at 7:05 p.m.

Approval of minutes: Motions were made and seconded to approve the minutes of July 11 and July 25, 2007. Approved.

Treasurer's report: Angelo Scola submitted the treasurer's report. Currently there is $6418.84 in the account. Motion made and seconded to approve the report. Approved. There was also a request to pay a remaining FY'07 bill of $25.94 to Columbia House DVD Club for Paula. Motion made, seconded and approved to pay.

Correspondence - none

Director's report: Nick Langhart

Library:

Support staff changes: A new junior page, Michelle Lupien, has been hired. The current junior page, Ashley Brigham, has been made senior page. Priscilla O'Connor, who has been working for 10 years as a senior page has been moved to the open assistant librarian position for 6 hours per week. All salaries are covered within the current budget.

FY'08 meeting dates have been posted for Board of Trustees (second Wednesday of each month through June) and Library Planning Committee (every Tuesday through October).

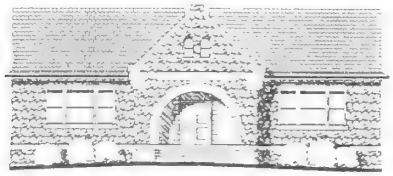
All Library Planning Committee minutes have been delivered to Town Clerk

Spare bookdrop has been loaned to the Northboro Public Library for their temporary facility.

Building:

Site visit with contractor Mike Forance on foundation drainage, 7/24
Site visit with Michael Buddenhagen on cornice wood repairs, 8/2
Ben Franklin Plumbing inspected furnace for backflow preventer and water high temperature control, 7/25
New deck and lobby matting installed, 7/21

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

August 1, 2001

Ganek Baer Architects, Inc.
550 Newtown Road
Suite 300
Littleton, MA 01460

Dear Mr. Ganek,

Thank you for your June 29 proposal to undertake work on the renovation and addition to the Boylston Public Library.

The Designer Selection Committee met July 26 and will be recommending to the Library Board of Trustees that the firm of Richmond+French Design continue with the design development and subsequent phases of architectural work.

Thank you for your proposal. We appreciate the time and effort invested.

With best wishes,

Nick Langhart, Director

Old Business:
Susan Therriault reported on the Library Planning Committee meetings of July 16, 24 July 31. At an August 7 meeting with J. Stewart Roberts he presented a flowchart and 3 floor plans that were discussed thoroughly. He was requested by the committee to combine best features of all plans and come up with another plan to be presented on August 21.

New Business:
New building naming opportunities – Brad Barker offered to be the trustee liaison with the Foundation for naming opportunities for fund raising. Sue Therriault will forward the information from our previous building planning Brad.

Meeting adjourned at 8:20 p.m.
Respectfully submitted,
Marcia Priestley, secretary

Date & Time received _____
Town Clerk's Office

TOWN OF BOYLSTON

MEETING NOTICE

The BOYLSTON PUBLIC LIBRARY - BUILDING COMMITTEE
Board or Committee

Will be holding a meeting on the

6th & 20th of FEBRUARY, 2004
date month year

at 9:00 am
o'clock

at The Library, 695 Main Street, Boylston
building location / street address

BOT meeting Notes 8/8/07

CTO 104 minutes 7/11 MSP, 7/25 MSP

Trans $6,416^{84}$ – Day 25.94 re PO

→ Bob Bauman – / Felice

→ Bob Jackson for (Rob)

→ Absorbet Vally Voc proxy Glen Carlo, Stephen Kazecki for name of ship Contractor

→ Masonry - call MP, KL

IT reports on JSR at LPC 8/7 Disc. LPC Jac 8/21 for next JSR information.

VB Nancy comm of Educ – Blackboard to participate from BOT ice-use - end of Aug (need ans to potential questions

Disc of Full Sim activities

320

LPC August 7, 2007 #

TSR - work sch, staffing, Design

Daily Reports of THC fire 1,6

Commonwealth of Massachusetts
Board of Library Commissioners

648 Beacon Street • Boston, Massachusetts 02215-2070
(800) 952-7403 in state • (617) 267-9400 • (617) 421-9833 fax

POLICY

FY2001 STATE AID TO PUBLIC LIBRARIES PROGRAM

EXTENDING A GRACE PERIOD FOR INCREASED POPULATION-BASED MINIMUM STANDARDS

1) To be eligible for the extension of a grace period for increased population-based requirements due to new population figures, the library must:

   a. be in compliance with or receive a waiver of the FY2001 Municipal Appropriation Requirement (MGL, c.78, s.19A).

   b. meet the other minimum library standards required for receipt of FY2001 State Aid to Public Libraries (MGL, c.78, s.19B):

      (1) "be open to all residents of the commonwealth,"
      (2) "make no charge for normal library services,"
      (6) "lend books to other libraries in the commonwealth and extend privileges to the holders of cards issued by other public libraries in the commonwealth on a reciprocal basis."

2) If a municipality is in a different population group according to the 1998 population estimates, it is eligible for a grace period of up to three years to meet the increased standard for hours open or materials expenditure. This grace period is for the FY2001 State Aid to Public Libraries grant round. Compliance for State Aid to Public Libraries in the FY2001 grant round is measured by library performance in FY2000. To be eligible for this grace period the library must be meeting the prior lower standard.

3) A library director whose general or professional educational requirement has increased because his or her community is in a different population group will be exempt (*grandfathered*) from the increased requirement. However, any work in progress by the director on prior educational/professional requirements must be completed within the previously established time limits. When a *grandfathered* director leaves the library, his or her replacement must meet the increased requirement at the time of appointment as library director.

Policy Approval Date: **March 2, 2000**

All State Aid Policies are approved annually.

Library is keeping up 'momentum'

By Michael Kane
BANNER EDITOR 8/2/07

BOYLSTON – While slowed, the library project has not been derailed, and library trustees plan on bringing preliminary plans to the fall town meeting.

"Our plan is to continue our momentum and have something for the voters to look at town meeting," Library Trustee Susan Therriault said Monday.

In June, building committee members were surprised when they went before selectmen with plans to hire an architect, but were told selectmen were now re-evaluating all proposals, as well as proposed plans, for the Hillside property to develop an updated master plan for the property.

Because some projects, like affordable housing and commercial development, might have specific geographical needs, the library, senior center and proposed soccer fields might have to be relo-

■ Continued on page 12

Library

■ from page 1

cated to areas other than originally planned, selectmen said.

At the time, trustees were concerned the delay could stop the project, because a specific site is needed to draw proper design plans, which need to take into account the topography.

On Monday, however, Therriault told selectmen the library board had hired J. Stewart Roberts, an architectural firm with experience building libraries, including new libraries in the towns of Boxboro and Lunenburg. That firm, Therriault said, has agreed to develop preliminary drawings that would be an accurate representation of the proposed library, without the engineering specifications required for permitting and building.

"Whatever is done will be transferable to a four-acre, flat site," Building Committee member Jean Therriault said. "It's a preliminary design that will not waste a lot of money, and not lose momentum."

Selectmen Chairman James Stanton said the Hillside Reuse Committee, a subcommittee of the Board of Selectmen being headed by Selectman Kenneth Sydow, is expected to be named in August. Immediate plans call for the committee to review every proposal and previous master plan done for the property, including those done by Digital Corporation before the land was acquired by the town.

Monday, Stanton also told trustees that, should fall town meeting come at a point where the tax rate is set, or near ready to be set, that any borrowing approved by town meeting would not take effect until fiscal 2009, which begins July 1, 2008.

Repaying loans would require altering the tax rate. However, to change the tax rate would delay the state Department of Revenue from signing off on any money left unspent from last year. Known as free cash, that money is required this year because the special town meeting in June approved spending nearly all of the town's free cash on the school budget.

** MINUTES **

BOYLSTON PUBLIC LIBRARY
Special Meeting - Board of Trustees
Wednesday July 25, 2007, 7:00 p.m.

Attendees: Susan Therriault, Ken Linell, Angelo Scola, Brad Barker, Letty Ridinger
Absent: Nick Langhart, Director, Marcia Priestly

Guests: Jean Therriault, Lynn Butler

Call to order: The meeting was called to order at 7:00 P.M.

Special Agenda: Consider approving J. Stewart Roberts as new library project architect and his revised fee proposal based upon Boylston selectmen not yet firmly committing to approval of the Hillside "Site B" area as the site for the new library.

Recommendation (1): Lynn Butler of the Boylston Library Planning Committee (LPC) requested that trustees vote to approve J. Stewart Roberts Architects, Inc., as the library project architect. Motion moved and discussed. Approved.

Recommendation (2): Lynn Butler also requested that trustees vote to approve the J. Stewart Roberts fee proposal for $19,900 for development of a preliminary schematic library design suitable for Site B or a flat site. Motion moved and discussed. Approved

Recommendation (3): Lynn Butler also requested that trustees vote to approve up to $2,500 for optional services, including renderings, as requested by the LPC. Motion moved and discussed. Approved

Adjournment

Meeting adjourned at 7:24 P.M.

Respectfully submitted,
Ken Linell, Vice-Chair

Planning Board hearing continued to Monday, Feb 7, 8:00 p.m.
ZBA deliberation, Wednesday, Feb 9, p.m.
HDC scheduled for Feb 17, 7:00 p.m. at Hillside

Nick Langhart

To: Board of Trustees
Cc: Sarah Scheinfein; wenlon@verizon.net; Patricia Brissette
Subject: Agenda for Trustees, Foundation Board, Friends of the Library meeting for July 11, 2007

BOYLSTON PUBLIC LIBRARY
Joint Meeting Agenda
Board of Trustees, Foundation Board, Friends of the Library
Wednesday, July 11, 2007, 7:00 p.m.

Call to Order

Approval of Minutes of June 13, 2007

Treasurer's report

Correspondence
- none

Report from Foundation

Report from Friends

Director's report:
- Close-out of FY'07 budget
- Visit of Doug Alwood re: masonry
- Probate court, will of A. Stephen Demoorjian acquired
- Automation of circulation

Old Business
- Report from Library Planning Committee:
  - June 18 Selectmen's meeting
  - Status of OPM contract; June 30 bill for $4,000
  - Architect chosen: July 10 meeting with J. Stewart Roberts Associates
- De-certification policy
- Unattended children policy

New Business

Adjournment

Attachments:
- Minutes of June 13, 2007
- Librarian's report for June
- Children's Room report
- Banner: "Long-term planning delays new library proposal" -June 21, 2007
- Globe: "New uses sought for Hillside property" -July 5, 2007
- Centralities

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

BOYLSTON PUBLIC LIBRARY
Joint Meeting of Board of Trustees, Friends of the Library and Foundation
Wednesday July11, 2007, 7:00 p.m.

Minutes of Meeting

Attendees: Brad Barker, Ken Linell, Marcia Priestley, Letty Ridinger, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Jean Therriault, Pat Brissette, Sara Scheinfein, Karen Prince, Wendy Lonstein

Call to order: The meeting was called to order at 7:02 p.m.

Approval of minutes: Motion was made and seconded to approve the minutes of June 13, 2007. Approved.

Treasurer's report: Angelo Scola submitted the treasurer's report. Currently there is $6418.23 in the account. Motion made and seconded to approve the report. Approved.

Correspondence: Nick Langhart – Marcia Priestley and Nick Langhart have received letters of appointment to the Selectman's Library (building) Re-use Committee.

Report from Foundation: Pat Brissette – Development committee working with the Round Pond Group, a marketing consulting agency. They are setting up a survey to give to the townspeople to see what they would like in the new library. Intent is to develop a message that the Foundation can use to promote a new facility. Want to get a "fresh" look – use someone different to get input. They are going to send out about 200 letters (to be printed this week) with the questions and then following up with phone calls. By beginning of August, things should be well under way.

Report from Friends: Sara Scheinfein – Netted $2975 on Memorial Day. No meetings in summer, will resume in September. Possibly planning a Back to School program for fall. New officers: Wendy Lonstein, president; Jen McGrath, treasurer; Sara Scheinfein, secretary. Considering moving their account to Clinton Savings Bank from Bay State Savings in Worcester. It was agreed to put Angelo Scola on the account as a signatory in addition to Jen McGrath.

Director's report: Nick Langhart

- Closeout of FY '07 budget and setting up journals for '08. At the end of FY '07, $14 reverted to Town. $827 overage on wages and salaries will be covered by the State Aid account.
- Building work: visit of Doug Alwood re: masonry; he has not come back with a bid yet.
- Slate roof work has been done by Barnard of Worcester.

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

- July 3, Nick went to Probate Court and acquired a copy of the will of A. Stephen Demoorjian. Nick gave a copy to the trustees. Discussion followed on the intent of the restrictions.
- Automaton of circulation through C/W Mars has not begun yet. Nick sees getting started on the exterior building repairs as priority. To start, Nick wants to borrow the C/W Mars portable scanner to identify what portion of the collection is not fully catalogued since C/W Mars wants at least 80% of the collection to be in the database before we proceed with software installation. There may be a call for volunteers when scanning begins.

Old Business

Report from Library Planning Committee:

June 18 Selectmen's Meeting – Went into meeting expecting to answer questions about the OPM contract draft. Found out that the Selectmen were withholding permission to use all Hillside sites until a planning committee has reviewed the development potential of all sites there. Results may not be available until the end of the year. Library Planning Committee has discussed the impact of this decision with the PM and talked with the architect, J Stewart Roberts Associates. Decided to go ahead with the project manager on a time-and-materials (expenses) basis. Intent is to report to the Selectmen at their next meeting Monday, July 16. Discussion followed on what steps were practical without a guaranteed site. OPM contract is not yet signed; a June 30 bill for $4000 has been referred to Daedalus for reconsideration.

An architect has been chosen: J. Stewart Roberts met with the LPC on July 10. The LPC will defer the decision on formally engaging the architect until there is a fee schedule in hand.

De-certification policy - deferred discussion

Unattended children policy – deferred discussion

New Business: None

Meeting adjourned at 8:50 p.m.

Respectfully submitted,
Marcia Priestley, secretary

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

BOT Notes 7/12/07

cc: [illegible] JT, RP, SB, LC, PB

7:02
Hunter MSP

$6,418.23 MSP

ENCLOSED – Reuse application, LL + MP

Report of Friends: $2975 Net from Day. Wendy L. to have w-9 for

Sec: S Schifani. Sept 2007 next mtg. Moving bank acct.
want second signatory. 3 Selectmen nominated.

Report of Fdn – Pat B

Tri-comm mtg w/ Rural Road Group. Starting a survey re
how public feels about library. Attitudes. Discussing a
message to promote new libr. Unit not w/in, both w/in 2020.
Barbara suggests "on the top" for the survey. Discuss of
RP's sampling approach, methodology.

DT 314 notification letter
Bldg contractors
Discussion on legal discussions of funds re: restrictions
LPC subcommittee
Bldg repairs – cash safe?

OS 8/18 Selectmen's mtg next week. LPC moving forward w/ OPM + Architect. will not vote 17 (?)
+ Aug 27. What to present at Oct Sp Town mtg? Status of master plan study.
Zoning proposed as [illegible] possible.

Discussion around town planning issues: BB hesitant to spend $ on site selection
should $ be spent on educational efforts? Follow survey results by 8/1.
LR – possible to wait till Oct (Aug) before spending $ on OPM + Architect? Explain
cost of moving the site – e.g. 10K. MP – hesitant w/o site. LR – opposed to spending
LR – wait on survey, start talks in Aug. BB – continue negotiations BOT
vote on Elec. JT – zoning is for future, not a question on the new bldg. Faulty
logic. Location decision w/ large majority, location. PB – after site selection,
then follow w/ architect & bldg. MP – no vote possible to finish cost est.
SB – differ vote on architect full fee proposal in hand.

$ 33 left

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]
Sent: Saturday, June 09, 2007 2:50 PM
To: Angelo Scola; Brad Barker; Ken Linell; Letty Ridinger; Marcia A. Priestley; Sue Therriault
Subject: Boylston Public Library Board of Trustees meeting: Wednesday, June 13, 2007

BOYLSTON PUBLIC LIBRARY
Board of Trustees

MEETING AGENDA
Wednesday, June 13, 2007, 7:00 p.m.

Call to Order
Welcome to Brad Barker

Approval of minutes of May 9, 2007

Treasurer's report
two incoming checks

Correspondence
none

Director's report:
New (used) copier purchased with Foundation gift
Director's printers
Air conditioners installed
Ramp rails repaired
Repair progress
Search of Dimoorjian bequest records

Old Business
Status of OPM contract
Architect interviews underway
Difer de-certification policy
Difer unattended children policy

New Business
Election of Officers

Adjournment

Attachments:
Minutes of May 9, 2007
Librarian's report
Children's room report

BOYLSTON PUBLIC LIBRARY

695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

** MINUTES **

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Wednesday June 13, 2007, 7:00 p.m.

Attendees: Brad Barker, Ken Linell, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Jean Therriault, Karen Prince

Call to order: The meeting was called to order at 7:10 p.m.
Brad Barker was welcomed as new trustee.

Approval of minutes: Motion was made and seconded to approve the minutes of May 9, 2007. Approved.

Treasurer's report: Angelo Scola submitted the treasurer`s report. Currently there is $6328.53 in the account. Motion made and seconded to approve the report. Approved. Nick has two additional checks for lost book replacement of $20 and $40 made out to the library; passed to Angelo for deposit.

Correspondence
None.

Director's report: Nick Langhart

Used DiAlta copier purchased from Expert Laser Services of West Boylston (with Foundation gift of $2,500) for $2,820. Maintenance contract for $382/yr includes all supplies except paper. Former Sharp copier retired to director`s office. Director's printers (2) failed, but replacement obtained.

Main floor air conditioners installed and front ramp rails repaired by the director.

Roof slate repairs by Bernard Roofing, Worcester, begun June 13 – estimated at $800 to be paid from the May repair article.

Dimoorjian bequest: difficulty in reaching lawyer and Worcester courthouse moving, but director will persist in establishing exact wording of 1989 gift, ie that the funds are not restricted to library materials only.

Staff evaluations completed and returned to Town on June 5.

Old Business:

Report from the Library Planning Committee: OPM contract almost approved; hourly payments against total to cover current work by Daedalus Projects, Inc. until contract signed. Architect interviews: two done 6/12; two to go on 6/14.

Deferred de-certification policy until all trustees available.
Deferred unattended children policy.

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

Motion made, seconded, approved to approve up to $20k for payment for services of an Owner's Project Manager for Phase I of the Hillside Library Project.

New Business:

Election of Officers for 2007-2008: motion to retain current slate approved-
Susan Therriault, Chair;
Ken Linell, Vice Chair;
Marcia Priestly, Secretary;
Angelo Scola, Treasurer.

Adjournment

Meeting adjourned at 8:20 p.m.

Respectfully submitted,
Ken Linell, Vice-Chair

Next Meeting – Joint with Foundation and Friends officers, Wednesday, July 11, 2007, 7:00 p.m. at the library.

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

710 C&D Notes

June 13, 2007

Notes by K.L.

Welcome to Brad B.

MSP minutes of May 9, '07

Treas: 6,358.23 + 40 + 60

DIR

CB CPM: arch, chose Daedalus, Marks + White. negotiated 20,000 for Phase I only (+ to 40K) beg of audit, review survey + plans, cost est, sched + budget. $ from MBLC Interest. Contract at GA 6/18 mtg w/ Selectmen for approval on contract deliverables, etc MSP to allocate MBLC Interest toward CPM $, up to 20,000 for Phase I for count of new HS Projection

Disc on finishes of Hillside site

→ Note on July mtg of records w/ Commission search just after vac

Disc of audit selection process + schedule

→ Send Archts RFQ to Marks

Explanation of de-cert/p

" unattended children

NB

Election of officers

July 11 Joint mtg

→ Add ISE to LPC dist list

~~EFB~~. 8:19 adjourn

11 Day DREAM VACATION.....

Take together or separate

2 Children FREE with 2 Paid Adults!

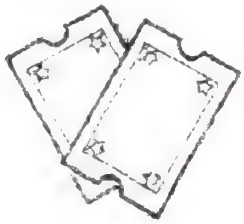
5 days and 4 nights in

ORLANDO

*ASK ABOUT 2
THEME PARK

**PLUS - 3 days and 2 nights
Daytona Beach, St. Petersburg,
Or Ft. Lauderdale FL.**

PLUS- 3 days and 2 nights Bahamas Cruise



All this for Only

$ 299

pp base on double occupancy

BONUS:

- *5 DAYS CANCUN OR*
- *7 DAYS PUERTO VALLARTA*
- *8 DAYS ALL INCLUSIVE DOMINICAN REPUBLIC*

For The First 50 Callers!

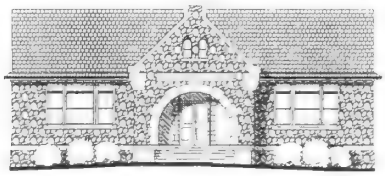
ST35843

SS TRAVEL AND TOUR - LICENSED-BONDED-INSURED-CLIA-IATAN ACCREDITE

Toll Free 1-800-930-2350

To remove Call toll free 1-866-568-4552

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

BOYLSTON PUBLIC LIBRARY
Board of Trustees

MEETING AGENDA
Wednesday, May 9, 2007, 7:00 p.m.

Call to Order

Approval of minutes of April 18, 2007

Treasurer's report:
- Invoice for Edible Arrangements gift
- Invoice for April 20 LPC dinners

Correspondence:
- none

Director's report
- Library:
  - Staff evaluations due June 1
  - Town insurance advisory: Aflac sales visit
  - $40,000 repair article preparations
  - Light Department helps with flagpole
- Building:
  - Answered RFQ questions for architects
  - Set interviews for OPM candidates, call references with Ken
  - 10 architectural proposals received May 2, distributed to LPC

Old Business
- Report on Library Planning Committee meetings
- Status of OPM selection process
- Architect selection timeline

New Business
- Report on Wireless Hotspot Optional Service, April 25 -Ken L.
- Report on 'New Shoes' conference, April 26 -Susan, Ken, Nick
- Consider 'Unattended children' policy

Adjournment

Attachments:
- Minutes of April 18, 2007
- Librarian's report
- Children's Room report
- Architectural firms submitting proposals for new building

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Wednesday May 9, 2007, 7:00 p.m.

Attendees: Ken Linell, Marcia Priestley, Letty Ridinger, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Jean Therriault, Pat Brissette

Call to order: The meeting was called to order at 7:02 p.m.

Approval of minutes: Motion was made and seconded to approve the minutes of April 18, 2007. Approved.

Treasurer's report: Angelo Scola submitted the treasurer's report. Currently there is $6460.40 in the account. Motion made and seconded to approve the report. Approved. Edible Arrangements invoice for $63.00, and $40.16 invoice for April 20 Library Planning Committee dinners. Motion made and seconded to approve payment. Approved.

Correspondence
Note from Lori Esposito inviting library representative to the May 21st Selectmen's meeting to update them on library building repairs and the Hillside construction plans.

Director's report: Nick Langhart

Library:

Staff evaluations will be due June 1. Nick has prepared all forms; he'll write 3 and Paula will write three others.
Town insurance advisory: Aflac salesman has visited. Full-time employees are eligible for additional coverage through payroll deductions if desired.
Nick thanked Ken, Jean and Susan for all the help with the $40,000 repair article preparations. We are pleased it passed Town Meeting without debate Monday.
Light Department replaced the flagpole rope. A new flag is flying now.

Building:

Answered questions for architects responding to the RFQ. CC'd Library Planning Committee on this correspondence.
10 architectural proposals were received May 2 and distributed to LPC members for review. On May 22, the LPC will select those architectural firms that will be interviewed.
Set interviews for three OPM candidates and called references with Ken.

BOYLSTON PUB LIBY
ADULT PROC ACCT
695 MAIN ST
BOYLSTON MA 01505

BAKER & TAYLOR
Information and Entertainment Services

INVOICE

INVOICE #: 3003379709
INVOICE DATE: 03/19/00
ACCOUNT #: 302552 L918821 3 B00000
ATS #: SOM9347496

PAGE: 001

FED TAX ID: 56-1761729
SHIPPED FROM: SOMERVILLE
CUSTOMER SERVICE:
CREDIT: 1-815-472-2444

GST/TAX ID#: 00 00000000000000
PO#:

BILL TO: ACCOUNT #: 302552 L918821 3 B00000
SAN #:
NAME: BOYLSTON PUB LIBY
ADDRESS: ADULT PROC ACCT
695 MAIN ST
BOYLSTON MA 01505

SHIP TO: ACCOUNT #: 302552 L918821 3 000000
SAN #:
NAME: BOYLSTON PUB LIBY
ADDRESS: ADULT PROC ACCT
695 MAIN ST
BOYLSTON MA 01505

ALL CLAIMS MUST BE MADE WITHIN 45 DAYS OF INVOICE. RETURN AUTHORIZATION REQUIRED. NOT RESPONSIBLE FOR GOODS SENT UNINSURED.

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
	BT ORDER # / CUSTOMER PO #	FUND #	CUSTOMER REF ID #				VAS		
1	BURT LANCASTER AN AMERICAN LIFE	BUFORD, KATE	HRD	0679446036	RANDO	27.50	44.7%	15.21	15.21
	09102960 021000	PAULA 82							
1	BLIND INSTINCT	WALKER, ROBERT	HRD	0425172341	BERKI	21.95	44.7%	12.14	12.14
	09102960 021000	PAULA 82							
1	LOSERS CLUB	BAKER, LISE S.	HRD	0[illegible]2242166	STMAR	23.95	44.7%	13.24	13.24
	09309765 030100	P PETERSON 18							
1	WHERE YOU BELONG	BRADFORD, BARBA	HRD	0[illegible]5492758	BANTT	24.95	44.7%	13.80	13.80
	09309765 030100	P PETERSON 18							
1	MORE THAN YOU KNOW A NOVEL	GUTCHEON, BETH	HRD	0[illegible]8174035	HARPE	24.00	44.7%	13.27	13.27
	09309765 030100	P PETERSON 18							
5			SUB TOTAL USD CURRENCY						67.66

Old Business:

- Report on Library Building Planning Committee meetings – every Tuesday at 6:30 p.m. at Hillside. Selection of project manager and evaluation of architect proposals are the two main topics of business. The LPC met with Selectmen's Chair Jim Stanton May 8th and discussed library and other municipal capital projects that may come before the Special Town Meeting in the fall.
- Status of OPM selection process - Daedalus was first choice for Project Manager.
- Architect selection timeline – Received 10 proposals; May 22 the committee will select those that will be interviewed.

New Business:

- Report on Wireless Hotspot Optional Service: Ken Linell attended a meeting April 25. C/W Mars is giving central Mass. libraries an opportunity to provide "hotspots" in their libraries. Their new equipment can support up to 20 PCs for a $2000 start-up fee and $700/year thereafter. Not a good deal for us here but maybe good in a new facility a few years from now.
- Foundation is going to have a free raffle on a basket of books on Memorial Day. Pat Brissette asked the trustees to donate a book and will ask others as well.
- Report on 'New Shoes' conference, April 26 at Tower Hill sponsored by CMRLS and NELINET. Ken, Susan and Nick attended. It was a reprise of the three-day conference of a year ago at Harvard plus a presentation by Portsmouth Library director Mary Ann List, UMass library director Jay Schafer and Matt Hall of WPI. Good to hear Jeff Hoover and Elizabeth Martin's presentations again with good before and after pictures of library renovations.
- Consider 'Unattended children' policy – Judy is increasingly frustrated with children being left in the children's room while the parent stays upstairs leaving Judy as a babysitter. We will defer the discussion to next month when Judy will be invited to the meeting to discuss matters in greater detail.
- Decided to defer discussion of a de-certification policy until June's meeting.
- Sue reminded the Board that officer elections will be in June; please consider in what office you wish to serve.

Meeting adjourned at 8:20 p.m.
Respectfully submitted,
Marcia Priestley, secretary

BAKER & TAYLOR
Information and Entertainment Services

INVOICE

INVOICE #: 3003379709
INVOICE DATE: 03/19/00
ACCOUNT #: 302552 L918821 3 B00000
ATS #: SOM9347496

5 BUNDLED CATALOGING P AT	0.80	=	4.00
5 MYLAR JACKET STANDAR AT	0.15	=	0.75
TOTAL			4.75

VAS 4.75

TOTAL AMOUNT DUE 72.41

TERMS: 00 NET 30 DAYS
AMOUNTS BILLED IN USD

REMIT TO: BAKER & TAYLOR, INC.
P.O. BOX 7247-8049
PHILADELPHIA, PA 19170-8049

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

Meeting Notes May 7, 2007

ST
KL
MP
AS

Ctte 702 meeting next

Treas Update 5/15 Edible $63.00
LPC 4/20 40.16 pay L. Butler

Corresp 5/21 7:45 Selectmen's Mtg notice

JT
PVS

Dir's Dept

LPC Status: OPM 3 candidates 4/20. Daedalus Cleaning next 5/16

Survey at 3 bldgs. by 5/15 appt

Lock with standalone

Mtg w/ Jim Stanton on act. for projects

Lien on Wheels end 4/25

CPIS: Fax for eligible, mailed to homes, emailed by Jan Beth, Sue

Unattended Children's policy - office to frame & copy

Lic - cert - office to Fmk

(Elections for Bd officers in June)

fill

Commonwealth of Massachusetts
Board of Library Commissioners

648 Beacon Street • Boston, Massachusetts 02215-2002
(800) 952-7403 in state • (617) 267-9400 • (617) 421-9833 fax

Date: January 17, 1997

To: Library Directors and Trustee Chairs

From: Dianne L. Carty, Head of State Aid and Data Coordination

Re: FY1998 State Aid to Public Libraries Policies

Attached please find the following policies relating to FY1998 State Aid to Public Libraries that were approved at the January 9, 1997 Board of Library Commissioners meeting:

FY1998 Policy:	Determining Eligibility for a Waiver of the FY1998 Municipal Appropriation Requirement
FY1998 Policy:	Minimum Materials Expenditure Standard Calculation
FY1998 Policy:	Extending a Grace Period for Increased Population-based Minimum Standards for FY1998 State Aid to Public Libraries.

J:\POLIETC\POLICIES.MEM

Subject: FW: Agenda for Trustees, Foundation Board, Friends of the Library meeting for April 18, 2007

BOYLSTON PUBLIC LIBRARY
Joint Meeting Agenda
Board of Trustees, Foundation Board, Friends of the Library
Wednesday, April 18, 2007, 7:00 p.m.

Call to Order

Approval of Minutes of March 14, 2007

Treasurer's report: $6,460.40 on April 16, 2007

Correspondence:
- March 30, 2007, MBLC: additional state aid check for $79.76
- April 5, 2007, Town Treasurer: Recovery of Dimoojian CD for $10,592.23

Report from Foundation

Report from Friends

Director's report:
- Library:
  - Hiring a Saturday helper in Children's Room
  - Shampooed Children's Room carpet
  - Accepted $400 from Fallon Foundation to upstairs Public Access Computer
- Building:
  - Managed OPM RFP advertising, doc dist, site briefing March 21 for 10 firms
  - Managed Architect's RFQ ads, doc dist, site briefing April 11 for 12 firms – 4:1 diff
  - With Jean Therriault, finished final edit of Library Building Program
  - KL, ST, NL will attend 'Redesign Your Library Space' conference April 26

Old Business
- Consideration of de-certification policy

New Business
- Report of deliberations of Library Planning Committee – o/m fee prop at T. Clerk
- C/W Mars: Optional Library Hotspot Service available

Adjournment

Attachments:
- Minutes of March 14, 2007
- Librarian's report
- Children's Room report
- Revised list of Funds Available

BOYLSTON PUB LIBY
PROC ACCT
695 MAIN ST
BOYLSTON MA 01505

BAKER & TAYLOR
Information and Entertainment Services

INVOICE

INVOICE #: 3003498441
INVOICE DATE: 05/10/00
ACCOUNT #: 302552 L912501 3 B00000
ATS #: SOM4110279

PAGE: 001

FED TAX ID: 56-1761729
SHIPPED FROM: SOMERVILLE
CUSTOMER SERVICE:
CREDIT: 1-815-472-2444

GST/TAX ID#: 00 00000000000000
PO#: 042500

BILL TO: ACCOUNT #: 302552 L912501 3 B00000
SAN #:
NAME: BOYLSTON PUB LIBY
ADDRESS: PROC ACCT
695 MAIN ST
BOYLSTON MA 01505

SHIP TO: ACCOUNT #: 302552 L912501 3 000000
SAN #:
NAME: BOYLSTON PUB LIBY
ADDRESS: PROC ACCT
695 MAIN ST
BOYLSTON MA 01505

ALL CLAIMS MUST BE MADE WITHIN 45 DAYS OF INVOICE. RETURN AUTHORIZATION REQUIRED. NOT RESPONSIBLE FOR GOODS SENT UNINSURED.

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
	BT ORDER # / CUSTOMER PO #	FUND #	CUSTOMER REF ID #				VAS		
1	ANOTHER IMPORTANT BOOK	BROWN, MARGARET	HRD	0060262826	HARJU	15.95	43.0%	9.09	9.09
	09862694 042500	J FRIEBT 81							
1	GETTING NEAR TO BABY	COULOUMBIS, AUD	HRD	039923389X	PUTCH	17.99	43.0%	10.25	10.25
	09862694 042500	J FRIEBT 81							
1	DONT NEED FRIENDS	CRIMI, CAROLYN	HRD	0385326432	BANTJ	15.95	43.0%	9.09	9.09
	09862694 042500	J FRIEBT 81							
1	BUD NOT BUDDY	CURTIS, CHRISTO	HRD	0385323069	BANTJ	15.95	43.0%	9.09	9.09
	09862694 042500	J FRIEBT 81							
1	26 FAIRMOUNT AVENUE	DE PAOLA, TOMIE	HRD	039923246X	PUTCH	13.99	43.0%	7.97	7.97
	09862694 042500	J FRIEBT 81					VA		
1	FUNGUS THAT ATE MY SCHOOL	DORROS, ARTHUR	SAL	0590477048	SCHOH	15.95	15.0%	13.56	13.56
	09862694 042500	J FRIEBT 81					VA		
1	BIG CHEESE FOR THE WHITE HOUSE THE TRUE	FLEMING, CANDAD	HRD	0789425734	DORKI	16.95	43.0%	9.66	9.66
	09862694 042500	J FRIEBT 81							
1	N SYNC	GRABOWSKI, JOHN	PAP	0791054942	CHELH	9.95	35.0%	6.47	6.47
	09862694 042500	J FRIEBT 81							
1	WHERE IS THAT CAT	GREENE, CAROL	HRD	0786804572	DISNP	14.99	43.0%	8.54	8.54
	09862694 042500	J FRIEBT 81							
1	STORM	HENDERSON, KATH	SAL	0763609048	CANWP	15.99	15.0%	13.59	13.59
	09862694 042500	J FRIEBT 81							
10			PAGE TOTAL USD CURRENCY						97.31

BOYLSTON PUBLIC LIBRARY
Joint Meeting of Board of Trustees, Friends of the Library and Foundation
Wednesday April 18, 2007, 7:00 p.m.
Minutes of the Meeting

Attendees: Ken Linell, Marcia Priestley, Cathy Richard, Sue Therriault, and Nick Langhart, Director.

Guests: Jean Therriault, Pat Brissette

Call to order: The meeting was called to order at 7:02 p.m.

Approval of minutes: Motion was made and seconded to approve the minutes of March 14, 2007. Approved.

Treasurer's report: Angelo Scola submitted the treasurer's report to Nick in his absence. Currently there is $6460.40 in the account. Motion made and seconded to approve the report. Approved.

Recognition:
Chair Susan Therriault commended Cathy Richard on her retirement from the Board after serving three consecutive three-year terms. Her participation will be missed.

Correspondence: Nick Langhart
March 30, 2007, MBLC: an additional state aid check for $79.76 was received. Total is now $4702.81 for FY'07
April 5, 2007, Town Treasurer: Ellen McKay has received from the state the lost Dimoorjian bequest, now at $10,592.23 with interest. We are lacking the original directive so do not know if there are any spending restrictions. We'll investigate.

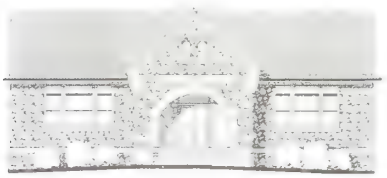
Report from Foundation: Pat Brissette – Continue to receive annual appeal money, now over $7000 has been deposited. Sponsored today's program, Ishu the African storyteller. Also have donated $2,500 to the library for current needs.

Memorial Day – Foundation will give free balloons and baskets with books in them to some selected by drawing; plans are under discussion.

Development Committee is thinking of ways to further trustee's decisions on new library.

Report from Friends: read by Nick Langhart in Sarah Scheinfein's absence.
Thank you for sending Edible Arrangement of fruit.
During Feb. vacation, Movie Night - 60 children attended at library.
Smoothies and Granola – 40 children participated.
Easter Egg Hunt – 80 children came to the Town House.
National Library week – 50 children for Eshu, the African Storyteller.

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

Wolftalk program will be Friday at 6:30 p.m. at Townhouse.
From WBAC grant, we purchased a 7 megapixal digital camera with printer, paper and a CD player for the library.
Renewed Adopt-a-Highway contract with state for the '07 calendar year.
Working on Memorial Day – discussing pony rides.

Director's report: Nick Langhart
Library:

Hired Nancy Velleco as Saturday helper in Children's Room for 4 hours/week.
Shampooed Children's Room carpet
Accepted and designated $400 from Fallon Foundation to add a flat panel monitor and printer, including installation, to upstairs public access computer. Thanks was extended to Fran Brissette for this gift.

Building:

Managed OPM RFP advertising, document distribution and site briefing March 21 for 10 firms. 7 firms submitted proposals by the April 4 deadline.
Managed architect's RFQ ads, document distribution and site briefing April 11 for 12 firms. 38 firms have received the RFQ. Proposals will be due May 2.
Jean Therriault has finished edit of Library Building Program, now a PDF file.
Will attend "New Designs for the Old Footprint" conference with Ken Linell and Sue Therriault, sponsored by CMRLS and NELINET April 26 from 10 a.m. to 3 p.m. at Tower Hill Botanic Garden.

Old Business

De-certification policy. Discussion deferred to next month's meeting.
Discussed replacement of copy machine. Will ask if any other town dept has one available and will also ask A-1 Office Products and Rollins for prices.

New Business:
Report of deliberations of the Library Planning Committee - Ken Linell. Two current topics: picking a project manager and picking an architect. Daedalus, Netco and Lincoln Consultants will interview for the project manager position starting at 4 p.m. Friday, April 20. Sealed bids submitted by firms are being held by the Town Clerk.

C/W Mars wireless hotspot optional service was discussed. Ken will attend information session on April 25 at C/W Mars office.

Annual Town Meeting is on May 7. Election is May 14. Televised warrant review will be at 7 p.m. on April 30th. We will need to speak to the $40,000 library repair article.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,
Marcia Priestley, secretary

BOYLSTON PUBLIC LIBRARY

695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

BOT 4/18/07 Joint

minutes ok

ST
KL
MP

→ Dissolution - where's the will, death cert, lawyer?

Fdn rpt:
Annual appeal $7,000 to date
Sponsored Esher African Storyteller
→ $2500 to library for visible use
Mem Day
Dev Comm helping w/ lib project

JT
PB
AY

Dir Report:

De-Cert policy:

→ Al Copier (or others) for used copier
Rollins - or Town Offices copier/printer
S.O. on consortium purchasing?

LPC - OPM fee bids at TH Clerk
HOTSPOTS
room Mtg may 7, warrant review 4/30, 7:30
the $40,000 - need to prep to TM
ST: 3-5 items - talk about how to present article

CES outfit

8:30

→ Uncore's - talk on Mem Day

or the projected dollar amount of appropriated municipal income that is estimated will be available for operating the library in FY2000 *(FY2000 State Aid to Public Libraries Financial Report*, section E8 TAMI.) **Abbreviated as TAMI.**

Total nonrecurring and capital income

Capital and nonrecurring income the library actually received during FY1999. This includes municipally appropriated income, non-appropriated income, state aid, and LSTA/LSCA grants. Do not include income that was appropriated but not received.

Total non-appropriated income (TNA)

The actual dollar amount of non-appropriated income that was used for operating the library during FY1999 (FY2000 State Aid to Public Libraries Financial Report, section A8 TNA), or the projected dollar amount of non-appropriated income that is estimated will be available for operating the library in FY2000 (FY2000 State Aid to Public Libraries Financial Report, section E8 TNA.)

Total operating expenditures

Total library expenditures on personnel, library materials and other operating expenditures.

Total operating income

The actual dollar amount that was available for operating the library in FY1999 *(FY2000 State Aid to Public Libraries Financial Report*, section A9) or the projected dollar amount that is estimated will be available for operating the library in FY2000 *(FY2000 State Aid to Public Libraries Financial Report*, section E9.)

Trust and endowment income

Interest income received in FY1999 from trust and endowments funds held by the library *(FY2000 State Aid to Public Libraries Financial Report*, section A6) or the projected interest income that is estimated will be available to operate the library in FY2000 *(FY2000 State Aid to Public Libraries Financial Report*, section E6.)

Video

These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.

Waiver

Waivers can be granted only for the Municipal Appropriation Requirement, and may be granted by the Board of Library Commissioners if a library meets the other minimum standards of public library service and has not experienced a disproportionate budget cut. The number of available waivers is limited by M.G.L. c.78 s.19A and current budget language (see enclosed *FY2000 State Aid to Public Libraries Waiver* memo.)

Boylston Public Library
Board of Trustees

Meeting Agenda

Wednesday, March 14, 2007, 7:00 p.m.

Call to Order

Approval of Minutes of February 21, 2007

Treasurer's report

Correspondence:
- Friends – Adopt-A-Highway contract renewed
  Programs for Library Week

Director's report:
- Spring Binder mailed February 23
- Updated Library Building Program sent to Sue T. for review
- Posting for project manager sent to Central Register, T & G: 6 responses so far

Old Business

New Business
- Report on Library Planning Committee meetings
- Approve revised Library Building Program
- BPL's lending policy re: de-certified libraries (ie Barre P.L.)

Adjournment

Attachments:
- Minutes of February 21
- Librarian's report for February
- Children's Room report
- Globe: "Library Project Moves Ahead"/"Library appeals to residents"

JAMES SALOIO
EXECUTIVE SECRETARY
CHRISTINE H. CHMURA
EXECUTIVE CLERK

The Town of Ludlow, Massachusetts

Board of Selectmen Water Commissioners
488 Chapin St., Ludlow, Massachusetts 01056
Telephone 413-589-9506

December 18, 1980

Mr. Walter Veth, Vice President
Greater Media, Inc.
16 Ames Avenue
Chicopee, MA 01013

Dear Mr. Veth:

The Ludlow Board of Selectmen is satisfied with the service provided by Greater New England Cable TV and also that they have complied with the contract as agreed to by them and the Town of Ludlow.

Very truly yours,

BOARD OF SELECTMEN

James Saloio

JAMES SALOIO
EXECUTIVE SECRETARY

JS/c

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Wednesday March 14, 2007, 7:00 p.m.

Attendees: Ken Linell, Marcia Priestley, Cathy Richard, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Jean Therriault, Pat Brissette

Call to order: The meeting was called to order at 7:04 p.m.

Approval of minutes: Moved and seconded to approve the minutes of February 21, 2007. Approved.

Treasurer's report: Angelo Scola submitted the treasurer's report. Currently there is $6459.30 in the account. Motion made and seconded to approve the report. Approved.

Correspondence: Nick Langhart
Friends: Adopt-A-Highway contract renewed with MassHighway for 1 more year.
Programs for Library Week (Apr. 15-21st): Two children's programs- April 18, 11 a.m. at library, Eshu, an African storyteller; and April 20, 6:30 at Town House, Wolf Talk (program with live wolves).

Director's report: Nick Langhart
Spring Binder mailed February 23
Finished updating Library Building Program, sent to Sue Therriault for edit/review.
Posting for project manager RFQ sent to Central Register for 3/14 & to T&G for 3/18.

New Business:

- Sue T. reported on Library Building Planning Committee meetings
- Discussed the revised Library Building Program – We'll have the Library Planning Committee recommend changes/approval to Trustees.
- Interviews for project managers will be April 13th, 4-8 p.m. All Trustees are invited to sit in. Architectural firms will be interviewed on or around May 4th.
- BPL has no policy re: loans to patrons in towns with de-certified libraries. Discussion. Nick will draft a de-certification policy for consideration in April.

Trustees will meet with Selectmen on Monday March 26 at 7:45 p.m. at Hillside to discuss timeline on the new building and the $40,000 article for repairs for library.

Meeting adjourned at 8:57 p.m.
Respectfully submitted,
Marcia Priestley, secretary

C. MASSACHUSETTS APPLICATION FORM 100

Meeting Notes 3/14/07 BOT

704 Minutes 2/21/07 MSP

$6,459.30 MSP

→ ST times for open House. "Edibles", Grafton St, Woc –

→ tab the Builder con Marie's do it?

Disc of LB Doc + chgs Add (KL) energy efficiency

Ref approval to LPC? Using Boxboro plans

Disc of 695. MP - going to Zoning Bd prior to May

→ Company the $ cost of the JR plan (in '07 $) + Hillside schedule (ST)

PM w/t's 4/13, Arch 5/4 w/t's, select 5/8

Disc of de-certification policy. yes: AS,
No: CR, MP

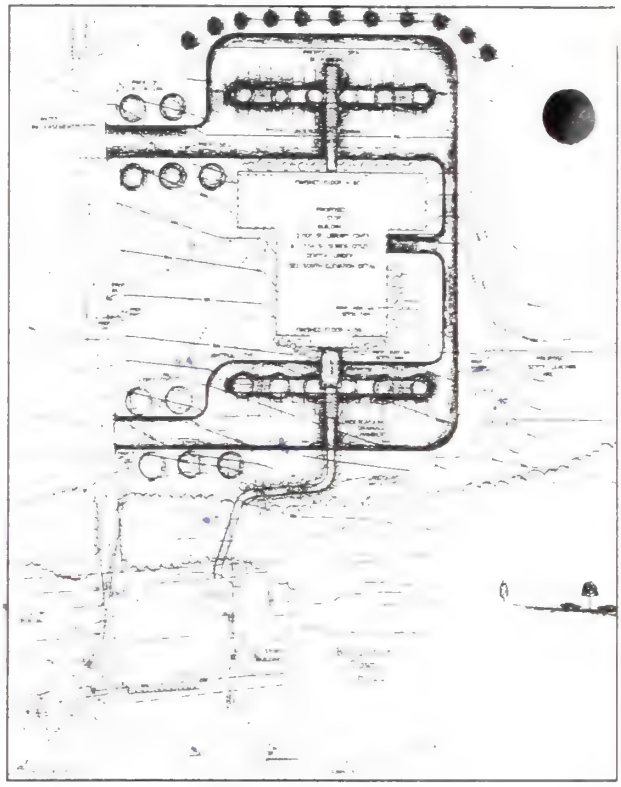
→ Policy on decert, simple, [illegible]

→ Alarm code to ED

3/26 7:45 twelve + $40,000 to [illegible]

No ST on the 4/11

NEW LIBRARY SITE SELECTED



Proposed site for the New Library

At the October 16th Special Town Meeting, library trustees will ask voters to approve a new location for the library and possibly a senior center on an open site just to the left of Town Hall at Hillside. This area faces the driveway to Tivnan Road, between the municipal building and the power lines to the west. The parcel contains just over 7.5 acres.

This location was chosen from five possible sites on the Hillside estate which were examined over the summer during a very thorough engineering study conducted by Cabco Consult of Clinton. Their work was made possible by funds approved at the May, 2006, Town Meeting.

The selected site was the largest under consideration and has easy access from Tivnan Road. While it is within close walking distance to other buildings in the municipal complex, it stands alone and will have its own parking area. The Site Selecton Committee is pleased to have found a site that can accommodate a senior center as well.

Other areas at Hillside that were examined and found to be less favorable included a site to the right of Town Hall; two sites near the police station and one at the foot of the driveway up to Hillside from Rt. 70. Each proved too restricted for a library, senior center, parking and septic fields with possible future expansion space because of utility easements which cross the Hillside property. It was the unanimous vote of the Site Selection Committee to chose the 7.5 acre site after the consulting firm presented two distinct proposals for siting the library and senior center on the parcel. One called for two connected buildings, the other for an embanked design with the senior center below the library and each having a separate entrance and parking area.

Current plans, subject to change, estimate a library of about 12,000 square feet with 5,600 square feet additional for the senior center and parking for 52 vehicles. The site also has space for geothermal wells for heating and cooling if further study finds them to be cost effective. The consultants were not asked to estimate construction costs because the building design process will not begin until 2007.

The Site Selection Committee was composed of four library trustees and the director, the chair of the Council on Aging, the Town Administrator and building inspector. Jean Therriault, clerk of the Library Foundation, chaired the committee and we thank him for a job very well done. We believe we've found the best possible location for the new library.

Please Support the Library on October 16!

The Library Trustees are asking for your support at the upcoming Special Town Meeting on Monday, October 16th, at 7 p.m. at Tahanto Regional High School. Two articles will be presented.

Article 8 identifies a site at Hillside for a new library and potential senior center. At the May Town Meeting, we requested funds to conduct engineering studies on potential sites at Hillside. The work was completed in early September and our recommendation will be made at Town Meeting. Securing a site at Hillside is the first step in beginning a new chapter in the library's building program.

In addition, Article 9 requests approval to proceed with planning and designing a new library building and to apply for, accept, and expend state grants, if available, for the planning phase of this project. The planning and design process is the second step.

The Library Trustees and the Council on Aging have been exploring the idea of a shared facility at Hillside. With the Gough House, the Municipal Office Building, the Police Department, the gymnasium, sports fields, and a nature trail, town activities are shifting to Hillside. A new library and a potential senior center can become cornerstones of this new community center for townspeople of all ages to use and be proud of.

Thank you for your continued support of the library! – *Susan Therriault, Chair, Library Trustees*

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]
Sent: Tuesday, February 13, 2007 6:14 PM
To: Angelo Scola; Cathy Richard; Ken Linell; Letty Ridinger; Marcia A. Priestley; Sue Therriault
Subject: Library Board of Trustees meeting agenda for 2/14/07

BOYLSTON PUBLIC LIBRARY
Board of Trustees

MEETING AGENDA
Wednesday, February ~~XX~~ 21, 2007, 7:00 p.m

Call to order

Approval of minutes of January 10, 2007

Treasurer's report

Correspondence:
- Library Advocacy Breakfast, Friday, March 9, Grafton Public Library
- Trustee Symposium, Saturday, March 31, Boxborough Holiday Inn
- Fire Department: request to buy & install exterior key box

Director's report
- Spring Binder ready for printer
- Town Annual Report submitted
- Repair estimates from Building Inspector
- Volunteered for Town Insurance Advisory Committee
- Old A/C's gone

Old Business
- Report on 2/7 meeting with the Finance Committee: E&R increased, OK to automate circ

New Business
- Report on Library Planning Committee meetings
- Article for Town Meeting warrant: $40,000 from free cash for 695 exterior repairs

Adjournment

Attachments:
- Minutes of January 10, 2007
- Librarian's report
- Legislator Breakfast announcement
- Trustee Symposium announcement
- "Library decision...", Banner, Feb 1, 2007
- Centralities

INSTALLATION CHARGES

INITIAL INSTALLATION (FIRST SET)	$ 14.95*
Additional Outlet	9.95*
TO RELOCATE OUTLET	7.50
FM SERVICE	14.95*
PAY SERVICES	9.95*
PARENTAL GUIDANCE SWITCH	NO CHARGE
DISCONNECTION.	NO CHARGE
CONVERTER DEPOSIT.	25.00

All rates will be guaranteed for 2 years from completion of construction.

* When any of these services are installed at the time of installation of Basic Service, there will be no additional installation charges.

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Wednesday February 21, 2007, 7:00 p.m.

Attendees: Ken Linell, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Jean Therriault, Pat Brissette

Call to order: The meeting was called to order at 7:04 p.m.

Approval of minutes: Motion was made and seconded to approve the minutes of January 10, 2007. Approved.

Treasurer's report: Angelo Scola submitted the treasurer's report. Currently there is $6302.34 in the account. Motion made and seconded to approve the report. Approved.

Correspondence: Nick Langhart
The annual Library Advocacy Breakfast: Friday, March 9, Grafton Public Library
The annual Trustee Symposium: Saturday, March 31, Boxborough Holiday Inn
Fire Department: request to buy & install exterior key box to facilitate their entrance in an emergency at a cost of between $200 and $ 250. Trustees asked if FD had the alarm code.

Director's report: Nick Langhart
-Spring Binder ready for printer – will go out on Friday, February 23.
-Town Annual Report submitted to Sue Olsen on January 19th.
-Latest building repair list ($40,000) was distributed and discussed. Some repair estimates have been verified by the Building Inspector. The role of the Library (building) Reuse Committee was discussed and it was decided to inform Roger Deal that that the Trustees intended to ask Town Meeting for $40,000 for differed exterior repairs. (See Old Business, below)
-Nick volunteered for Town Insurance Advisory Committee. First meeting was today.

Old Business:
Sue reported on the Feb 7 meeting with FinComm for approval of the annual operating budget. They OK'd all projected wages and operating expenses and increased the Equipment & Repair line from $3,000 to $4,500. They also increased Technology from $4,000 to $8,000 to enable a C/W Mars upgrade from OLA to Mininet membership that will automate circulation. FinComm also said we should ask the May Town Meeting for approval of $40,000 from free cash to fund the differed building repair list because this work is needed whether we stay or move.

Moved and seconded to approve the following article for the May Town Meeting warrant:

MAINTENANCE PROCEDURES

A cable television system is a highly complex communications network. The Company not only pledges to construct this network with state-of-the-art electronic components, but also to protect, care for, and maintain the system for its subscribers.

The Company will additionally follow a regular program for auditing system standards and maintenance procedures. By so doing, we can insure that all component parts of the cable system will operate at or above specifications issued by the Town and by the Federal Communications Commission (FCC).

This section will review:

* Routine maintenance procedures
* Preventive maintenance procedures (summarized)
* Amplifier inspection schedule and procedures
* Headend maintenance procedures
* Schedule for signal-to-noise and other key measurements on longest trunks
* Distribution system maintenance schedule and procedures
* Electrical preventive maintenance affecting signal quality
* Fault isolation techniques
* Training program for preventive maintenance technicians
* Responsibilities of technical staff members
* Interruptions to service and notification
* Operating hours of service department
* Response time for calls

"ARTICLE XX, To see if the Town will vote to transfer from available funds in the Treasury the sum of $40,000 for maintenance of the library building at 695 Main St., namely, for foundation and masonry sealing, roof repair, exterior woodwork restoration and repainting, ramp refurbishment and design services for bathroom and septic system improvements and related work; or take any action relative thereto. Sponsor: Board of Library Trustees, Board of Selectmen." Approved

New Business:
Sue reported on the past four Library Planning Committee meetings. 8 members meet every Tuesday at 6:30 p.m. at Hillside. Many topics on the agenda include planning and design, professional hiring, fund-raising, marketing, communications, mission, etc.

A Mission and Purpose Statement for the LPC was discussed and it was moved and seconded to approve the following statement:

"The mission of the Boylston Public Library's Building Planning Committee is to oversee all of the tasks associated with the planning, design, and construction of a new public library.

As a sub-committee of the Boylston Board of Library Trustees, its purpose is to make recommendations as appropriate to the Board of Trustees, who will make and execute all final decisions.

This Committee was appointed by the Boylston Board of Library Trustees at its regular monthly meeting on January 10, 2007.

This sub-committee is subject to the Commonwealth of Massachusetts General Laws Open Meeting Law, Chapter 39, Section 23B." Approved.

The de-certification of the Barre Public Library for 2007 by the MBLC was discussed and whether we should maintain or discontinue borrowing privileges to Barre residents until certification is restored. Our policy regarding de-certified libraries will be discussed at the March meeting.

Meeting adjourned at 8:11 p.m.

Respectfully submitted,
Marcia Priestley, Secretary

A. Routine maintenance

(1) A headend log will be maintained biweekly to assure correct signal levels at all times.

(2) A complete system sweep will be conducted annually prior to the annual FCC Proof of Performance Testing. The sweep generator will be controlled remotely so system sweep measurements can be performed at any time a technician is checking a problem.

(3) Signal leakage will be monitored continuously by service personnel as they drive in the system. All technicians will have signal leakage receivers mounted in their trunks to monitor for any signal leakage problems.

(4) Signal level readings will be taken at every installation and entered into the billing records of each customer. Level readings will also be taken at every service call location regardless of the problem reported. This helps give an overall view of system performance on a day-to-day basis.

(5) Special test points will be established at the end of each major trunk run. Each of these test points will be at a tap after the last line extender associated with each trunk run. These points will be checked each month for correct operation within design specifications.

A full-time technical staff equipped with a fleet of radio-dispatched trucks will handle all system adjustments, trouble-shooting, and maintenance. A full complement of electronic test equipment will be on hand at the system equipment service and repair base as well as in

BOT meeting Notes 2/21/07

JT
JS
MP
JB
CB
KL
JL
PB

704: C to O. Trees: $6,302.94.

→ Alarm code to FD?
→ on the key Box - ask Selectmen.
Dir report — disc of Bldg Needs List.
Library Reuse Committee - role? to be told of in plain agenda.
Pool about Church use rights?

motion to approve Article for $40,000 for May Town meeting

OR Fin Com appeal of C/a wires upgrade.

NB
Lib Bldg Comm meetings Com of E. 4 mtgs. keep list of to do's
Fridays Tue 6:30 Hillside

motion for approval of Mission Statement of LPC
should the LPC have start up $? No, submit bills
→ Reuse lib de-certification implications - present policy for March 4th

59-2345
152848
151184

WE HAVE BEEN REQUESTED TO FORWARD
THE ENCLOSED INFORMATION
REGARDING YOUR INVESTMENT IN
HARBOR CAPITAL ADVISORS
WHICH IS HELD IN YOUR ACCOUNT
AT NATIONAL FINANCIAL SERVICES LLC

TO RECEIVE INVESTOR COMMUNICATIONS
INCLUDING PROXY MATERIAL VIA THE INTERNET,
SIMPLY GO TO THE WEBSITE BELOW AND FOLLOW
THE INSTRUCTIONS. IF/WHEN INFORMATION IS
AVAILABLE ELECTRONICALLY, YOU WILL BE SENT
AN EMAIL NOTIFICATION.

www.investordelivery.com

K80446-010

59-2345

F 5123 4414 6023

NATIONAL FINANCIAL SERVICES LLC

200 LIBERTY STREET
ONE WORLD FINANCIAL TOWER
NEW YORK NY 10281

2854#

146364

**********AUTO** 5-DIGIT 01564
NICK LANGHART
GAIL LANGHART
20 NEWELL HILL RD
STERLING MA 01564-1418

A/C 379626350112

FEB 2 7 REC'D

FEB 2 7 REC'D

Nick Langhart

From: Susan Therriault [susan_therriault@msn.com]
Sent: Monday, February 26, 2007 6:37 PM
To: sue olsen; Lori Esposito; Nick Langhart; Ken Linell; Marcia A. Priestley; ANCY21; Cathy Richard; lettyis
Subject: warrant article for May annual meeting

Sue & Lori,

Below is an article for the May annual town meeting:

ARTICLE XX, To see if the Town will vote to transfer from available funds in the Treasury the sum of $40,000 for maintenance of the library building at 695 Main St., namely, for foundation and masonry sealing, roof repair, exterior woodwork restoration and repainting, ramp refurbishment and design services for bathroom and septic system improvements and related work; or take any action relative thereto.

Feel free to make any appropriate changes to the wording. We have met with the Finance Committee on this item. In addition, since this building is a municipal building, the Trustees think that this article should be co-sponsored with the Board of Selectmen, who are responsible for other municipal buildings. If you would like the specific items to be repaired, please let us know. We had hoped that the renovation/addition project to the current library would address these issues, but, since that project has failed, we need to make these repairs as soon as we can.

Thoughts?

Thanks,
Sue Therriault, Chair
Board of Library Trustees

* Give the emergency message by voice over the telephone or by voice message over the emergency access console

* Restore the access channel to regular operation by sending coded cancellation tones

Boylston Public Library
Library Building Planning Committee

FEB 2 7 RECD

Mission and Purpose*

The mission of the Boylston Public Library's Building Planning Committee is to oversee all of the tasks associated with the planning, design, and construction of a new public library.

As a sub-committee of the Boylston Board of Library Trustees, its purpose is to make recommendations as appropriate to the Board of Trustees, who will make and execute all final decisions.

This Committee was appointed by the Boylston Board of Library Trustees at its regular monthly meeting on January 10, 2007.

This sub-committee is subject to the Commonwealth of Massachusetts General Laws - Open Meeting Law, Chapter 39, Section 23B and Section 23C.

* Approved at Organizational Meeting of Library Building Planning Meeting – January 30, 2007

* Approved at the Boylston Board of Library Trustees meeting, Wednesday, February 21, 2007

EMERGENCY OVERRIDE SYSTEM

The proposed Emergency Override System will permit the initial interruption of all audio programming. Access to the emergency operation is made by telephone and/or return transmission. A coded tone-operated relay will limit access only to authorized individuals.

The system will be an integral part of the headend network. It will control processor switching, timing, and the generation of audio emergency tones.

The authorized emergency authority will:

* Contact the Company to schedule a time for the message when the alert is minor

* When immediate emergency access is required, have the Town Authority activate the system by entering the appropriate code either over the telephone, or manually at the console in a designated emergency coordinating center

* Transmit an alert squall tone on all channels for a preset time simultaneously with a message to tune to the designated access channel for an emergency message in video format

* Transmit the override tone and message for approximately 30 seconds, and then automatically return to normal programming on all the channels except the access channel

Nick Langhart

To: Board of Trustees
Subject: Agendafor Trustees, Foundation Board & Friends meeting for January 10, 2007

BOYLSTON PUBLIC LIBRARY
Joint Meeting Agenda
Board of Trustees, Foundation Board, Friends of the Library
Wednesday, January 10, 2007, 7:00 p.m.

Call to Order

Approval of minutes of December 13, 2006

Treasurer's report

Correspondence:
- Mary Beth Litofsky - greetings
- MBLC: FY'07 State Aid award received, $4,623.05 (total now is $23,773.25)

Report from Foundation

Report from Friends

Director's report
- P & D grant writing underway, due at MBLC January 18
- Revised 'Libraries to Look At' sent to BOT

Old Business
- Discuss, amend and approve FY'08 operating budget for FinComm

New Business
- Discuss options for repayment (or not) of $206,000 ($175,808)to state by May
- Shall we request full project funding for new library at May Town Meeting?
- Authorize such committees as shall be necessary to begin project

Adjournment

Attachments:
- Minutes of December 13, 2006
- Librarian's report
- Children's report
- Draft of FY'08 operating budget
- 'Model Friend's Cooperative Network' chart
- Centralities

Wadsworth Cottage

Photos

Lakes Mountains, Hiram, Maine

DESCRIPTION

Serenity & Solitude! Beautiful mountain views. Cottage was original home of grandparents of Henry Wadsworth Longfellow. Only one mile from Stanley Pond boat ramp. Perfect spot for family reunions, artist retreat, antique shoppers, nature lovers, family fun.

DETAILS

Bedrooms:	3	Baths:	1
Pets:	Yes	Smoking:	No
Pool:	No	Hot Tub:	No
Max Cap:	10	House ID:	9934
Min Stay:	3 Nights		

Beds: 1 Queen, 2 Full, 2 Twin, 1 Sofa sleeper

AMENITIES

TV's	BBQ
VCR	Kitchen necessities
Microwave	Coffee Pot

NOTES

RATES

Nick Langhart

To: Board of Trustees
Subject: Agenda for Trustees, Foundation Board & Friends meeting for January 10, 2007

BOYLSTON PUBLIC LIBRARY
Joint Meeting Agenda
Board of Trustees, Foundation Board, Friends of the Library
Wednesday, January 10, 2007, 7:00 p.m.

Call to Order

Approval of minutes of December 13, 2006

Treasurer's report

Correspondence:
- Mary Beth Litofsky - greetings
- MBLC: FY'07 State Aid award received, $4,623.05 (total now is $23,773.25)

Report from Foundation

Report from Friends

Director's report
- P & D grant writing underway, due at MBLC January 18
- Revised 'Libraries to Look At' sent to BOT

Old Business
- Discuss, amend and approve FY'08 operating budget for FinComm

New Business
- Discuss options for repayment (or not) of $206,000 ($175,808)to state by May
- Shall we request full project funding for new library at May Town Meeting?
- Authorize such committees as shall be necessary to begin project

Adjournment

Attachments:
- Minutes of December 13, 2006
- Librarian's report
- Children's report
- Draft of FY'08 operating budget
- 'Model Friend's Cooperative Network' chart
- Centralities

Coastline Chowder

BOYLSTON PUBLIC LIBRARY
Minutes of Joint Meeting of Trustees, Friends and Foundation
Wednesday, January 10, 2007,

Attendees: Ken Linell, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Jean Therriault, Pat Brissette, Fran Brissette, Sara Scheinfein, Karen Prince, Persis Hamilton

Call to order: The meeting was called to order at 7:00 p.m.

Approval of minutes: Motion was made and seconded to approve the minutes of December 13, 2006. Approved.

Treasurer's report: Angelo Scola submitted the treasurer's report. Currently there is $6264.99 in the account. Motion made and seconded to approve the report. Approved.

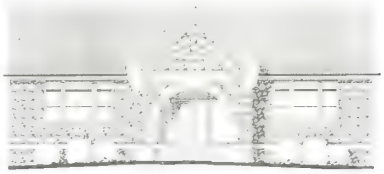
Correspondence: Nick Langhart
Mary Beth Litofsky – greetings
MBLC: FY '07 State Aid award received, $4,623.05 (account total now is $23,773.25). This is approximately $200 more than we received the year before.

Report from Foundation: Pat Brissette – working on annual appeal for next 6 weeks. Foundation wants to give donors an idea of how the money from the annual appeal will be used and has asked for suggestions.

Report from Friends: Sara Scheinfein – had 40 children at the pumpkin party held on Oct 25. They conducted an Adopt-a-Highway cleanup on Oct 15. Hosted the holiday party Dec 9 with about 40 children. Submitted a grant application to WBAC Nov 28 asking for a digital camera and printer for the library; usually a decision is made by the end of Jan. John Heslin had his Eagle Scout installation ceremony in Shrewsbury Jan 7. Sara attended. Nick had written a letter of appreciation for his library work. One family remains on the book delivery service and we gave them goodies for Christmas. Feb. vacation week will have two programs: Feb 22, 'Healthy Cooking' program at the Town House and Feb 20, 'movie night ' at the library with popcorn. The annual Easter Egg Hunt is planned for April 7 at the library. A National Library Week program is a possibility. Sarah suggests another 'In the Loop' at school and also to leave them in the children's room.

Director's report: Nick Langhart
P&D grant writing underway; due at MBLC January 18.
A revised "Libraries to Look At" list was sent to Board of Trustees. The Therriaults have visited the Lunenburg and Shirley libraries and are planning to visit East Granby, CT and Sunderland, MA. soon. The Brissettes also saw Lunenburg.

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505 | 508

New Business:
Sue Therriault discussed the 'New Building Construction Project Discussion Document' (handout). Options for repayment (or not) of $206,186 ($178,808 minus accrued interest) to state by May was discussed. Motion made and seconded not to repay the already expended $206,186 and not to put the request article on the warrant for the May Town Meeting. Approved.

Shall we request full project funding for new library at May Town Meeting? Discussion of all the tasks necessary to make an effective Town Meeting presentation. It was decided to defer the decision to the February trustees meeting and ask Selectmen about the feasibility of having a Special Town Meeting and ballot in October, '07 for the library construction proposal.

Nick read an e-mail from Anne Larsen of Nov. 15 that said if the state funds were not repaid at the May Town Meeting, Boylston would be ineligible for the present Planning & Design grant as well as for construction funds from the MBLC until 2021.

Sue asked for volunteers for a committee to ascertain tasks and timeline ahead of us. Lettie and Ken volunteered along with Sue.

Old Business:
Discuss and amend the FY '08 operating budget for FinComm to be presented on Feb. 7 at 6:50 p.m. at Hillside. Discussion on C/W Mars circulation automation proposal. It would cost $4,324 more per year to fully automate. Do we ask for more money in the 'technology' line for this? Should we also ask for more money for repair of this building?

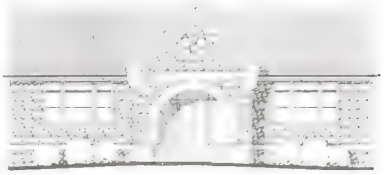
Decisions:
-We will present Nick's Building Maintenance list as part of the 'equipment and repair' budget line with slate roof repairs, window and trim painting and ramp refurbishing as priorities, c. $10,000, added to the present $3,000 request.
-We will make a technology request for $8000 (up from $4,000) to cover the additional CW Mars costs for automation. We will request the one-time start-up costs from the Foundation.

Motion made and seconded to approve the budget as amended with these changes. Approved.

Meeting adjourned at 9:45 p.m.

Respectfully submitted,
Marcia Priestley, secretary

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1599

Meeting Notes BOT 1/10/07

JOINT MTG

- ST
- AS
- MP
- LR
- JT
- S. Schaefer
- N
- CR
- F Brisette
- K Prince
- KL
- P Brisette
- P Hamilton

7:00 C to O

minutes MSP

Treas = $6264.99

ST Std acct report

Friends: Pumpkins, Hymn Clog, Holiday pty, WBAC app for digital camera

Fdn: mailing annual appeal letter - supporting progs, etc, at library

DRpt 10,000 pop, $ 3 Mil proj

JT, ST: Monday, Shirley (thorough) East Granby CT & Sunderland

P+F: " (thorough) "Army" see CR ceiling. Compat a clusters. outdoor play space

ST: dist the "New Bldg Const Proj Disc Doc", walk through

review of P+D contents

→ Site Surv for Hillside

MP: How we decided whether to est (or not) for the $206 in May?

stay value in Waiting for MBLC?

what's posture of Fin Comm? Prob "no opinion". Sentiment to go w/o State control

To see all Bds + Comms early. Add open Space Comm.

→ MP has good lawyer

→ MP, KL - motion to not ~~mtg~~ place an article for 206 on Warrant. MSP

Contact AL

TIMING

KL - cont do the $ value in time for May mtg, need more time. Advocates October '07

As industry / comercial zones to Town - more revenue.

Bf Selectmen won't back CCD TM, then go for May

(Discuss of State regs on designer selection + contractor low-bid)

→ 2/14 BOT is 1st ?.. - Defer decision on CCD $ TM to 2/14 mtg. Ck w/ Selectmen for exec sess

(Cmit AL 1/15 doc) Read memo

Strategy ~~mtg~~ Cmittee ST, KL, LR

$35 → (many items)

OB Budget Operating

→ Submit the 3yr handicapped plan

up the E+R

more than 3% for op issues

want repair $ for 695?

Do we want to ask for $ for computer upgrade?

Wages/Sals - OK

Expss

→ 93 Do 3yr list w/ Fin Comm. Advocates: Rptg of Trim + fix ramps. State repair.

→ Re-do 3yr list w/ years + by priority as pt of budget

→ up tech to $8000 ~~for~~ for automation + we fund the start-up (from Fdn)

206, EE
- 3 - 35E
$5, BO 8

30,328 available as entitlement (not cert)

945

Commonwealth of Massachusetts
Board of Library Commissioners

648 Beacon Street • Boston, Massachusetts 02215-2070
(800) 952-7403 in state • (617) 267-9400 • (617) 421-9833 fax

POLICY
FY2000 STATE AID TO PUBLIC LIBRARIES PROGRAM

EXTENDING A GRACE PERIOD FOR INCREASED POPULATION-BASED MINIMUM STANDARDS

1) To be eligible for the extension of a grace period for increased population-based requirements due to new population figures, the library must:

   a. be in compliance with or receive a waiver of the FY2000 Municipal Appropriation Requirement (MGL, c.78, s.19A).

   b. meet the other minimum library standards required for receipt of FY2000 State Aid to Public Libraries (MGL, c.78, s.19B):

      (1) "be open to all residents of the commonwealth,"
      (2) "make no charge for normal library services,"
      (6) "lend books to other libraries in the commonwealth and extend privileges to the holders of cards issued by other public libraries in the commonwealth on a reciprocal basis."

2) If a municipality is in a different population group according to the 1996 population estimates, it is eligible for a grace period of up to three years to meet the increased standard for hours open or materials expenditure. This grace period is for the FY2000 State Aid to Public Libraries grant round. Compliance for State Aid to Public Libraries in the FY2000 grant round is measured by library performance in FY1999. To be eligible for this grace period the library must be meeting the prior lower standard.

3) A library director whose general or professional educational requirement has increased because his or her community is in a different population group will be exempt (*grandfathered*) from the increased requirement. However, any work in progress by the director on prior educational/professional requirements must be completed within the previously established time limits. When a *grandfathered* director leaves the library, his or her replacement must meet the increased requirement at the time of appointment as library director.

Policy Approval Date: **February 11, 1999***
Policy Expiration Date: **February 11,, 2004**

***All State Aid Policies will now be approved annually.**

Nick Langhart

From: Larsen, Anne (BLC) [Anne.Larsen@state.ma.us]
Sent: Wednesday, November 15, 2006 12:34 PM
To: Nick Langhart
Subject: re eligibility for P&D grant

Nick:

Boylston was deemed eligible for the P&D with the presumption that remaining grant funds would be returned. If Boylston does not return the money it becomes ineligible since Boylston would then have received a Construction grant under the MPLCP program. The regulations prohibit towns that have received a grant from applying for additional MPLCP funds within a 20-year period.

The Planning and Design calendar calls for us to recommend P&D awards to the Commissioners on May 24, 2007. Your town meeting vote is in May. So unless the town intends to pay back the money out of some other available funds, it looks like you would be ineligible for the P&D grant. The bigger impact is that you also would be ineligible to apply for a construction grant in the next grant round.

Is your trustee envisioning going back to town meeting if you fail this time? That would be another, and a complex, story. --Anne

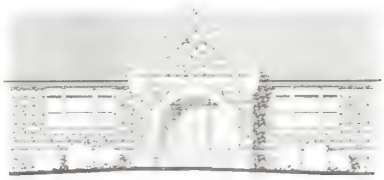
Anne Larsen
Library Building Consultant/Small Library Specialist
Massachusetts Board of Library Commissioners
98 North Washington Street
Boston, Massachusetts 02114
(617) 725-1860/(800) 952-7403
Fax: (617) 725-0140
anne.larsen@state.ma.us
http://www.mass.gov/mblc

-----Original Message-----
From: Nick Langhart [mailto:nlanghart@boylston-ma.gov]
Sent: Wednesday, November 15, 2006 11:30 AM
To: Anne Larsen
Subject:

Anne,

I have to ask a question that a trustee wants the answer to:
As we consider the preparation of a P&D grant application and the May '07
vote to return the $206,000 to the state, if that were defeated, could Boylston still retain eligibility for this P & D grant round? Thanks,
Nick

BOYLSTON PUBLIC LIBRARY



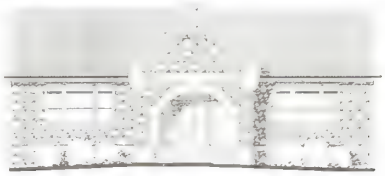
698 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505 (508)

Model Friends' Cooperative Network

	Library Director	Trustees	Friends
General Administrative	Administer daily operations of the library including personnel, collection development, fiscal, physical plant, and programmatic functions. Act as technical advisor to the board and ensure staff representation at all Friends' board meetings.	Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director.	Support quality library service in the community through fund-raising, volunteerism, and serving as advocates for the library's program.
Policy	Apprise board of need for new policies as well as policy revisions; implement the policies of the library as adopted by the board; keep Friends apprised of all library policies.	Identify and adopt written policies to govern the operations and program of the library including personnel, general operating, and collection development policies.	Support the policies of the library as adopted by the library board; adopt a constitution and bylaws for the Friends.
Planning	Coordinate and implement long-range planning process with board, Friends, staff, and community. Long-range plan coordination will include preparation of appropriate status reports.	Ensure the library has a long-range planning process with implementation and evaluation components. Process should include input from Friends, community, and staff. Support the librarian, staff, and Friends in carrying out the library's program.	Provide input into the library's long-range planning process and remain knowledgeable as to the status of the plan.
Marketing	Coordinate and implement an ongoing marketing program.	Ensure that the library has an active marketing program.	Promote the library program to the public.
Fiscal	Prepare an annual budget for the library in consultation with the board and Friends; present current report of expenditures against budget at each board meeting; make the Friends aware of the special financial needs of the library.	Secure adequate funds to carry out the library's program; assist in the preparation and presentation of the annual budget.	Conduct fund-raising that complements the library's mission and provides funding for special library projects.
Legislative	Educate board and Friends regarding current local, state, and federal library laws and pending library legislation.	Be familiar with local, state, and federal library laws as well as pending library legislation.	Serve as advocates for local, state, and national library issues; represent the library program to legislators.
Meetings	Provide written reports at and participate in all board and Friends meetings; ensure that there is a staff liaison to the Friends.	Attend and participate in all board meetings and see that accurate records are kept on file at the library; comply with Freedom of Information regulations; appoint a liaison to the Friends' board to attend their meetings.	Maintain a liaison to the board of trustees to attend all their meetings. Executive board members should attend and participate in all Friends' executive board meetings.
Networking	Affiliate with the state and national professional organizations and attend professional meetings and workshops.	Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.	Affiliate with state and national Friends' organizations and attend their meetings and workshops.

Adapted from Model State Friends' Cooperative Framework developed by Connecticut State Library, Association of Connecticut Library Boards, and Friends of Connecticut Libraries, included in ***Friends of Libraries Sourcebook***, third edition, by Sandy Dolnick (ALA, 1996)

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1501

Boylston Public Library
New Building Construction Project
Discussion Document

Task / Event	If plan to apply for MBLC Construction Grant	If plan to NOT apply for MBLC Construction Grant Accelerated Plan	If plan to NOT apply for MBLC Construction Grant
Obtain site at Hillside	October 2006	October 2006	October 2006
Send in Intent to Apply for P&D Grant	October 2006	October 2006	October 2006
Complete Application for P&D Grant	January 2007	N/A	N/A
Prepare Warrant Article to request $206K repayment	~~March~~ Feb 2007	N/A	N/A
Request $206K repayment at Annual Town Mtg	May 2007	N/A	N/A
Find out if BPL will receive new P&D grant	June 2007	N/A	N/A
Update / Revise New Building Program	June 2007	January 2007	January 2007
Establish New Library Strategy and/or Building Committee	March 2007	January 2007	January 2007
Interview / Hire Architect	June / July 2007	March 2007	April 2007
Interview / Hire Project Manager	June / July 2007	May 2007	May 2007
Approve preliminary design from selected architect	October 2007	April 2007	August 2007
Request construction monies through town appropriation	TBD – based upon receipt of state grant	May 2007 (annual town mtg)	October 2007 (special town mtg)
Request Fuller Foundation grant	TBD – based upon receipt of state grant	February 2007	August 2007

AT BOT 1/16/07

JAN 1 0 REC'D

Boylston Public Library - Building Program - January 2007

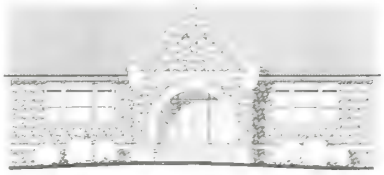
	Task	Critical Path	Owner	Due Date
1	**Build Concensus and Establish Direction**			
	Pre-May			
	Establish Strategy Committee and meeting schedule	Y	Trustees	
	Determine timing of seeking town appropriation. Appropriation specifics	Y	Strategy Group / Trustees	
	Determine funding strategy based on financial analysis	Y	Strategy Group / Trustees	
	Determine if Trustees will request $206K as fallback to not obtaining new construction funds on May 2007 town meeting warrant	Y	Strategy Group / Trustees	15-Jan
	Determine approach (buy old plans, new from start...)	Y	Strategy Group	
	Determine what will need to be done to obtain approval at May 2007 town meeting AND for ballot approval in May 2007	Y	Strategy Group	15-Jan
	Determine what can be achieved before May 2007 town mtg	Y	Strategy Group	15-Jan
	Review Designer Selection rules/regulations regarding architect selection and library design	Y	Strategy Group	15-Jan
	Est timing of hiring of architect, attorney, project manager. Seek pro bono?	Y	Strategy Group	
	Write project plan	Y	Strategy Group	
	Approve and staff items 2-7	Y	Strategy Group	
	Post-May			
	Identify candidates for new building committee		Strategy Group / Trustees	
	Draft mission and key objectives of committee		Bldg Group	
	Set weekly meeting schedule		Bldg Group	
	Put together talent spreadsheet for expertise		Strategy Cmte	
	Keep MBLC informed of status of project		Nick	
	Keep up-to-date on Tahanto school project		Bldg Group	
	Keep up-to-date on MBLC construction grant round - distribute status		Nick	
2	**Library Planning and Design**			
	Pre-May			
a	Identify libraries to be visited	Y	Nick	Completed
b	Visit new libraries in area for ideas, suggestions	Y	Trustees	30-Jan
c	Update original library building program	Y	Nick	30-Jan
d	Determine size of new library building at Hillside	Y	Trustees	30-Jan
e	Complete MBLC Planning and Design application	Y	Nick	15-Jan
f	Prepare RFP for architect selection	Y	Bldg Group	15-Feb
g	Interview / Select architect based on Designer Selection process	Y	Bldg Group / Trustees	15-Mar
h	Obtain potential rough drawings from architect	Y	Bldg Group	30-Apr
i	Research high tension wire impact - questions will arise	Y	Strategy Comm	
	Post-May			
3	**Current Library Facility**			
	Pre-May			
	Identify repair / maintenance items with potential cost and timeframe	Y	Nick	30-Jan
	Identify ADA / handicapped inadequacies and cost of updating	Y	Nick	15-Feb
	Put together cost of maintaining current facility over past 5 - 10 years along with 3 - 5 year projection	Y	Nick	15-Feb
	Determine whether or not to request town funds for capital improvements		Trustees	15-Feb
	Post-May			
4	**Fund-raising**		Library Foundation	
	Pre-May			
	Establish liaison to Development Committee - share #6 items		Trustees	
	Update original library case statement		Library Foundation	
	Identify all potential sources of funding - federal, state, private - to determine amount of town appropriation to request		Library Foundation	

BOYLSTON PUBLIC LIBRARY

695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505

	Identify grant opportunities		Library Foundation
	Re-investigate Kresge Grant		Library Foundation
	Reapply to Fuller Foundation		Library Foundation
	Identify business donation possibilities		Library Foundation
	Initiate Naming Opportunities Campaign		Library Foundation
	Re-initiate Capital Campaign		Library Foundation
	Identify any potential library assets (Eastwoods) that could be sold		Library Foundation
	Investigate Gates Foundation for technology		Library Foundation
	Investigate grants/rebates/etc. for green building		Library Foundation
	Investigate ADA grants for new public building		Library Foundation
	Investigate any in-kind donations, e.g. landscaping		Library Foundation
	Post-May		
	Execute fundraising		Library Foundation
5	**Marketing & Public Relations**		**Trustees and Library Foundation**
	Pre-May		
	Put together FAQ's	Y	Comm Group
	Outline communications campaign for May 2007 town meeting akin to May 2006 & Oct 2006 campaigns	Y	Comm Group
	Contact Banner & local newspapers	Y	Comm Group
	Republicize need for new library and benefits of site	Y	Comm Group
	Offer tours of existing library	Y	Comm Group
	Conduct information sessions on renewed library project	Y	Comm Group
	Expand website building program pages	Y	Comm Group
	Engage Library Foundation corporators in obtaining the votes	Y	Comm Group
	Put together facts sheets for distribution	Y	Comm Group
	Engage Friends in obtaining votes	Y	Comm Group
	Identify target groups - parents, seniors, library users, etc....	Y	Comm Group
	Identify and research negatives - HV, Tivnan, Tahanto, wait for grant, mowing, staff increases, technology, Taxes	Y	Comm Group
	Post-May		
6	**Financial**		
	Pre-May		
	Prepare / Update financial analysis	Y	Financial Group
	Prepare worst case / likely case scenario - incorporate into case statement	Y	Financial Group
	Follow-up on USDA loan possibility		Foundation
	Obtain preliminary cost projections for new library building	Y	Strategy Comm
	Liaise with Foundation		Financial Group
	Establish annual expenses of new building	Y	Nick
	Post-May		
7	**Engage Town Boards, Committees, Officials**		**Trustees**
	Pre-May		
	Update Finance Committee	Y	Trustees
	Update Capital Planning Committee	Y	Trustees
	Update Board of Selectmen	Y	Trustees
	Follow-up with Selectmen on land at Hillside - boundaries	Y	Bldg Group
	Contact Building Inspector - provide approvals roadmap	Y	Comm Group
	Contact Planning Board	Y	Comm Group
	Contact Zoning Board of Appeals	Y	Comm Group
	Contact Parks and Rec Committee	Y	Comm Group
	Contact Board of Health	Y	Comm Group
	Contact Conservation Commission	Y	Comm Group
	Contact Open Space Committee	Y	Comm Group
	Identify opportunities for early filing and clearances		Bldg Group
	Identify other boards/approval groups	Y	Bldg Group
	Continue contacts with Seniors		Comm Group

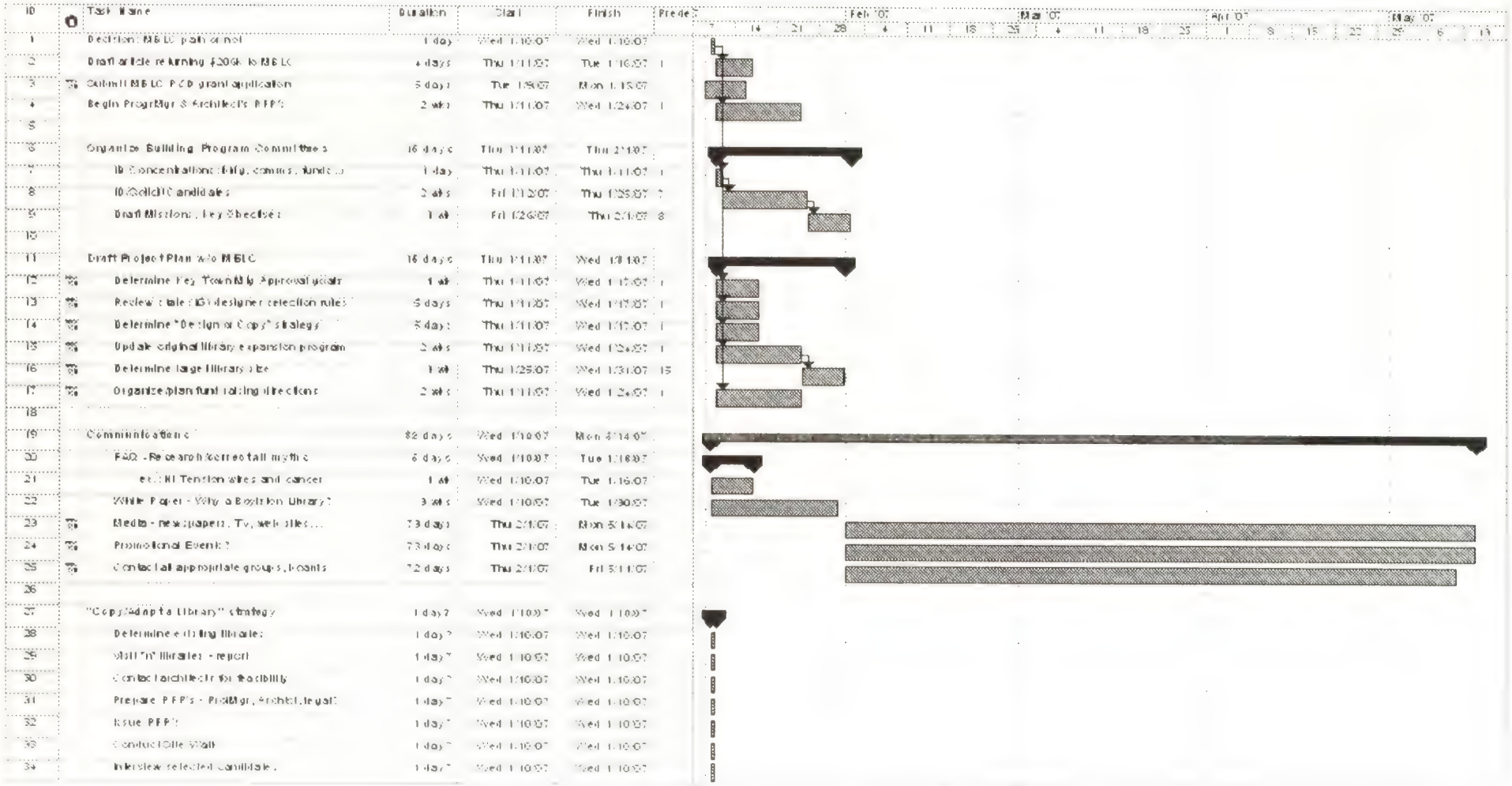
BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505 | 508

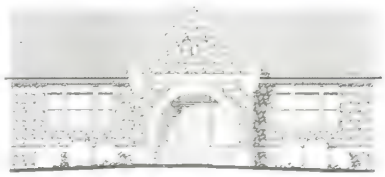
Preliminary MS Project file (-- too much detail for readability using 8.5" x 11" paper)

JAN 1 0 REC'D



ID	Task Name	Duration	Start	Finish	Predecessors
1	Decision: MBLC path or not	1 day	Wed 1/10/07	Wed 1/10/07	
2	Draft article re turning $20Gk to MBLC	4 days	Thu 1/11/07	Tue 1/16/07	1
3	Submit MBLC PCD grant application	5 days	Tue 1/9/07	Mon 1/15/07	
4	Begin ProgrMgr & Architect's RFP's	2 wks	Thu 1/11/07	Wed 1/24/07	1
5					
6	Organize Building Program Committees	16 days	Thu 1/11/07	Thu 2/1/07	
7	ID Concentrations: Bldg, comms, functio	1 day	Thu 1/11/07	Thu 1/11/07	1
8	ID Solicit Candidates	2 wks	Fri 1/12/07	Thu 1/25/07	7
9	Draft Missions, Key Objectives	1 wk	Fri 1/26/07	Thu 2/1/07	8
10					
11	Draft Project Plan w/o MBLC	16 days	Thu 1/11/07	Wed 1/31/07	
12	Determine Key Town Mtg Approval points	1 wk	Thu 1/11/07	Wed 1/17/07	1
13	Review state MG designer selection rules	5 days	Thu 1/11/07	Wed 1/17/07	1
14	Determine "Design or Copy" strategy	5 days	Thu 1/11/07	Wed 1/17/07	1
15	Update original library expansion program	2 wks	Thu 1/11/07	Wed 1/24/07	1
16	Determine large library size	1 wk	Thu 1/25/07	Wed 1/31/07	15
17	Organize plan fund raising directions	2 wks	Thu 1/11/07	Wed 1/24/07	1
18					
19	Communications	82 days	Wed 1/10/07	Mon 4/14/07	
20	FAQ - Research/correct all myths	6 days	Wed 1/10/07	Tue 1/16/07	
21	ex.: RI Tension wires and cancer	1 wk	Wed 1/10/07	Tue 1/16/07	
22	White Paper - Why a Boylston Library?	3 wks	Wed 1/10/07	Tue 1/30/07	
23	Media - newspapers, Tv, web sites...	73 days	Thu 2/1/07	Mon 5/14/07	
24	Promotional Events?	73 days	Thu 2/1/07	Mon 5/14/07	
25	Contact all appropriate groups, boards	72 days	Thu 2/1/07	Fri 5/11/07	
26					
27	"Copy/Adapt a Library" strategy	1 day?	Wed 1/10/07	Wed 1/10/07	
28	Determine existing libraries	1 day?	Wed 1/10/07	Wed 1/10/07	
29	Visit "in" libraries - report	1 day?	Wed 1/10/07	Wed 1/10/07	
30	Contact architects for feasibility	1 day?	Wed 1/10/07	Wed 1/10/07	
31	Prepare RFP's - ProjMgr, Architect, legal?	1 day?	Wed 1/10/07	Wed 1/10/07	
32	Issue RFP's	1 day?	Wed 1/10/07	Wed 1/10/07	
33	Conduct Site Visit	1 day?	Wed 1/10/07	Wed 1/10/07	
34	Interview selected candidates	1 day?	Wed 1/10/07	Wed 1/10/07	
35	Choose architect	1 day?	Wed 1/10/07	Wed 1/10/07	
36	Start design	1 day?	Wed 1/10/07	Wed 1/10/07	
37	Obtain preliminary rough drawings	1 day?	Wed 1/10/07	Wed 1/10/07	
38	Obtain cost estimates	1 day?	Wed 1/10/07	Wed 1/10/07	
39	Prepare Town Mtg article requesting $	1 day?	Wed 1/10/07	Wed 1/10/07	
40	Update fundraising goals, approaches	1 day?	Wed 1/10/07	Wed 1/10/07	
41					
42	Gain Map/Oct Town Meeting for build $	0 days	Wed 1/10/07	Wed 1/10/07	

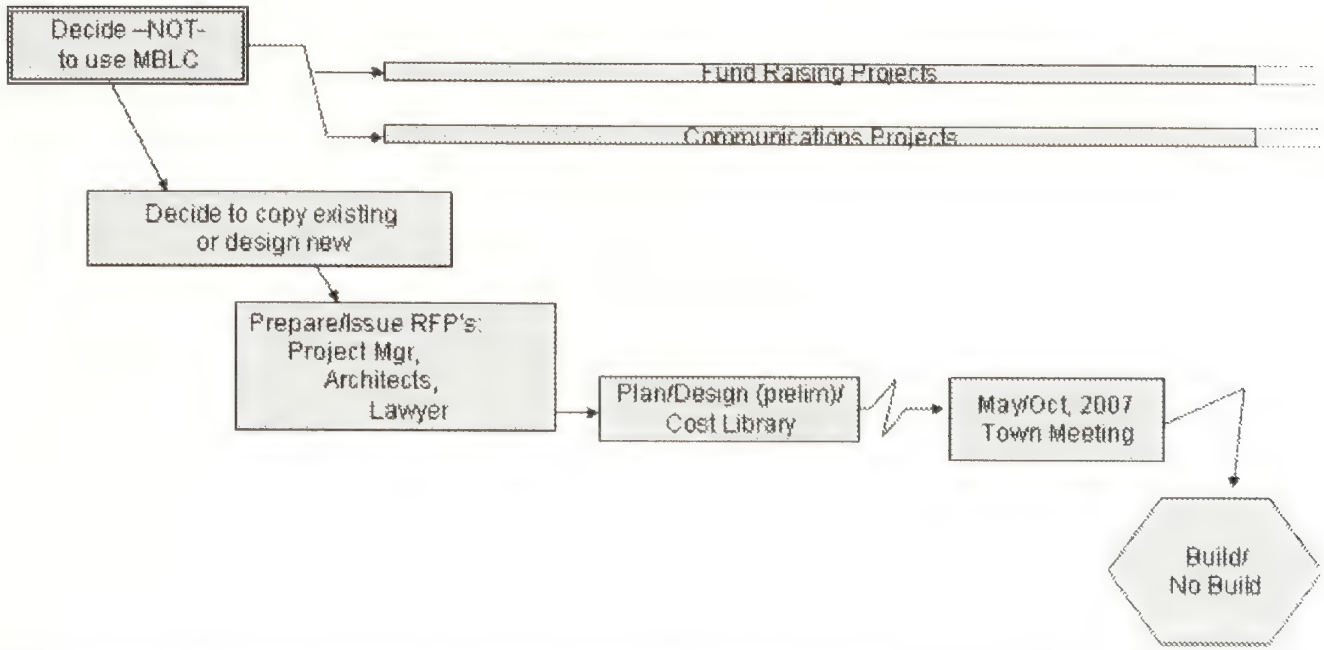
BOYLSTON PUBLIC LIBRARY



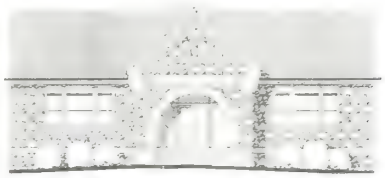
695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

Jan07 May07 Jun/Jul07 Oct07 ~~ Mar09

Build w/o MBLC


Decide –NOT- to use MBLC
Fund Raising Projects
Communications Projects
Decide to copy existing or design new
Prepare/Issue RFP's: Project Mgr, Architects, Lawyer
Plan/Design (prelim)/ Cost Library
May/Oct, 2007 Town Meeting
Build/ No Build

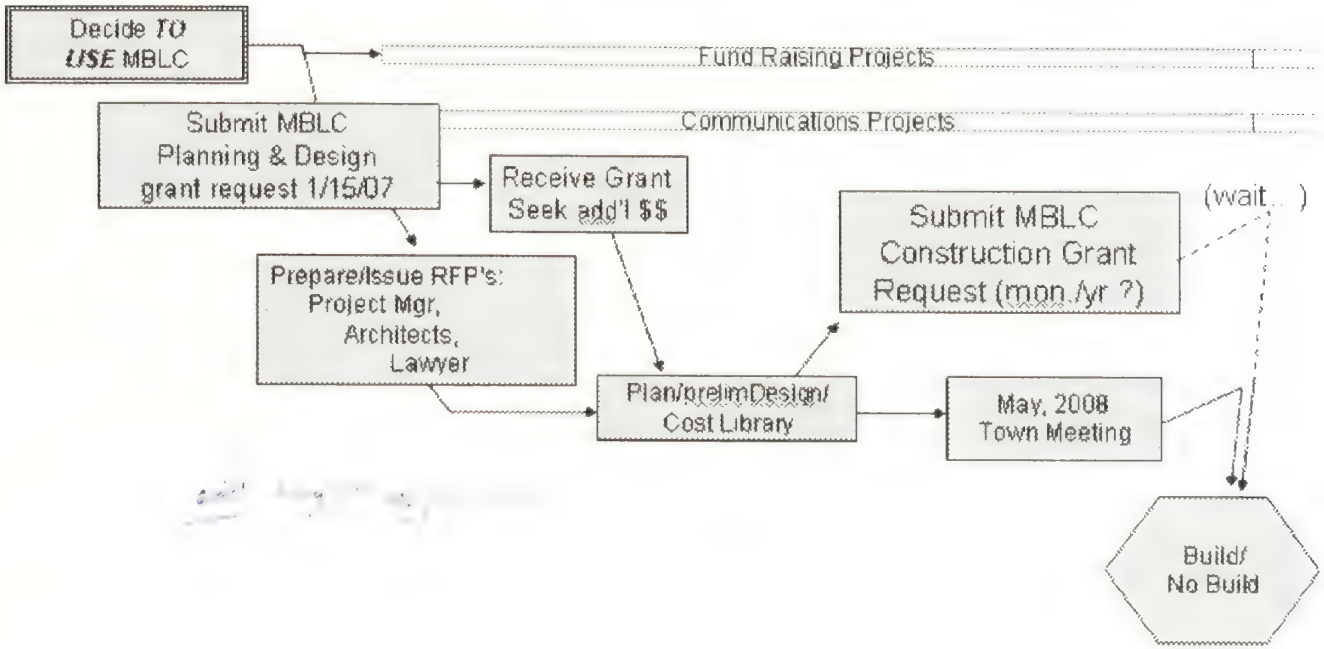
BOYLSTON PUBLIC LIBRARY



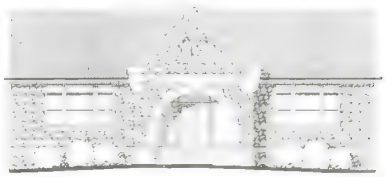
695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505

Jan07 May07 Jun/Jul07 ~~~ 2011 2012 2013

Build with MBLC

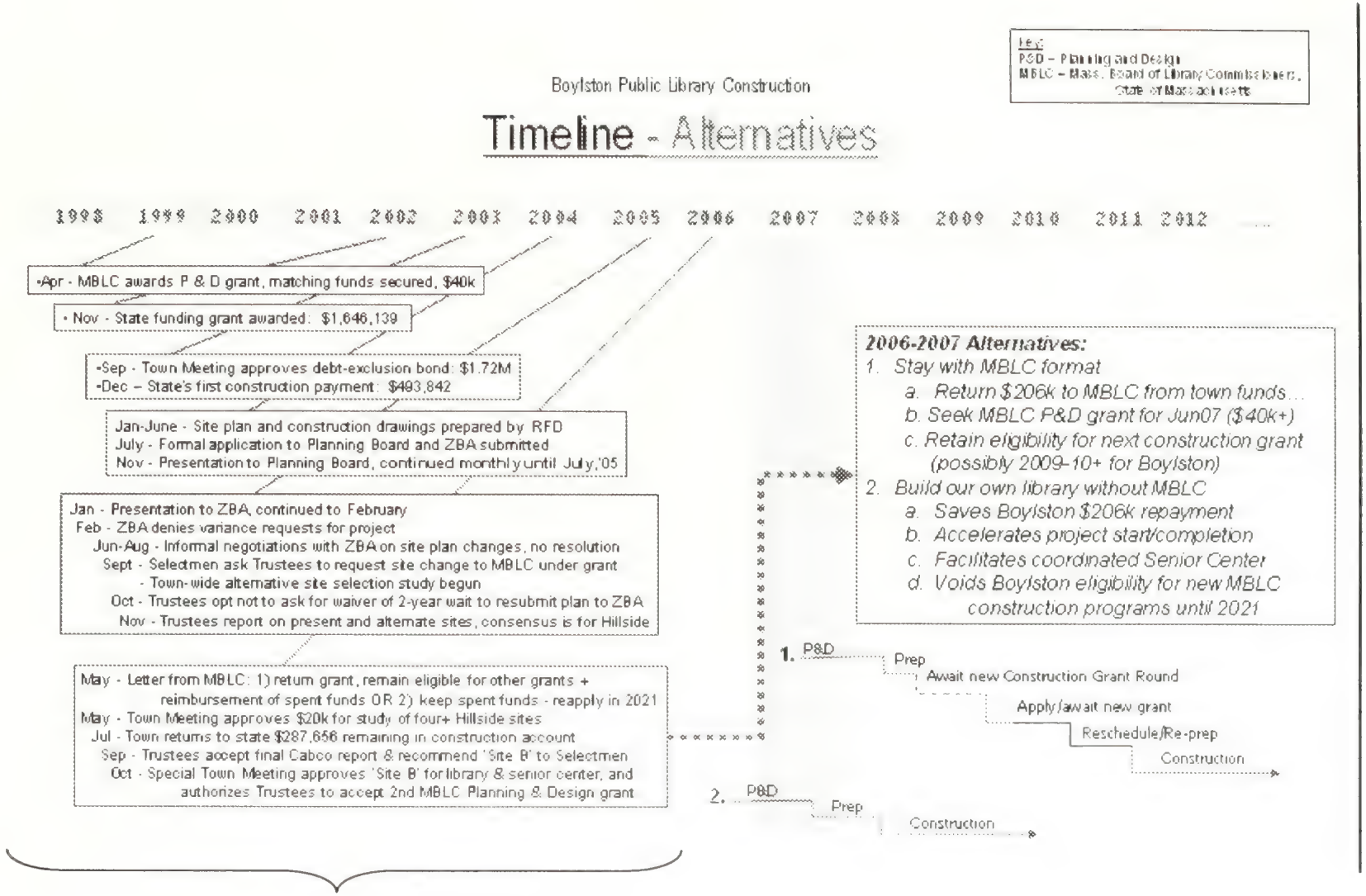

Decide TO USE MBLC
Fund Raising Projects
Submit MBLC Planning & Design grant request 1/15/07
Communications Projects
Receive Grant Seek add'l $$
(wait...)
Submit MBLC Construction Grant Request (mon./yr ?)
Prepare/Issue RFP's: Project Mgr, Architects, Lawyer
Plan/prelimDesign/ Cost Library
May, 2008 Town Meeting
Build/ No Build

BOYLSTON PUBLIC LIBRARY



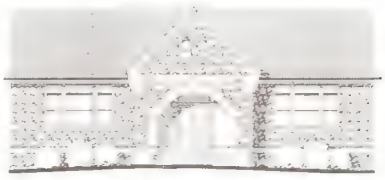
695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1399

(an earlier attempt to create a timeline from Nick's notes.


Key:
P&D – Planning and Design
MBLC – Mass. Board of Library Commissioners, State of Massachusetts
Boylston Public Library Construction
Timeline - Alternatives
1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012
•Apr - MBLC awards P & D grant, matching funds secured, $40k
• Nov - State funding grant awarded: $1,646,139
•Sep - Town Meeting approves debt-exclusion bond: $1.72M
•Dec – State's first construction payment: $493,842
Jan-June - Site plan and construction drawings prepared by RFD
July - Formal application to Planning Board and ZBA submitted
Nov - Presentation to Planning Board, continued monthly until July,'05
Jan - Presentation to ZBA, continued to February
Feb - ZBA denies variance requests for project
Jun-Aug - Informal negotiations with ZBA on site plan changes, no resolution
Sept - Selectmen ask Trustees to request site change to MBLC under grant
- Town-wide alternative site selection study begun
Oct - Trustees opt not to ask for waiver of 2-year wait to resubmit plan to ZBA
Nov - Trustees report on present and alternate sites, consensus is for Hillside
May - Letter from MBLC: 1) return grant, remain eligible for other grants + reimbursement of spent funds OR 2) keep spent funds - reapply in 2021
May - Town Meeting approves $20k for study of four+ Hillside sites
Jul - Town returns to state $287,656 remaining in construction account
Sep - Trustees accept final Cabco report & recommend 'Site B' to Selectmen
Oct - Special Town Meeting approves 'Site B' for library & senior center, and authorizes Trustees to accept 2nd MBLC Planning & Design grant
2006-2007 Alternatives:
1. Stay with MBLC format
a. Return $206k to MBLC from town funds…
b. Seek MBLC P&D grant for Jun07 ($40k+)
c. Retain eligibility for next construction grant (possibly 2009-10+ for Boylston)
2. Build our own library without MBLC
a. Saves Boylston $206k repayment
b. Accelerates project start/completion
c. Facilitates coordinated Senior Center
d. Voids Boylston eligibility for new MBLC construction programs until 2021
1. P&D
Prep
Await new Construction Grant Round
Apply/await new grant
Reschedule/Re-prep
Construction
2. P&D
Prep
Construction

(Can eliminate this part…)

BOYLSTON PUBLIC LIBRARY



695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505-1599

2006

Announcing

Christmas Crafts
for school aged kids!

3:15 p.m. December 9

at South Worcester Branch Library

705 Southbridge Street
Worcester, MA 01610
799-1723

Pre registration is required.

Nick Langhart

To: Board of Trustees
Subject: Agenda for Trustees meeting for December 13, 2006

BOYLSTON PUBLIC LIBRARY
Board of Trustees

MEETING AGENDA
Wednesday, December 13, 2006, 7:00 p.m.

Call to Order

Introduction of Finance Committee
Presentation of new construction funding options and timtable, discussion

Approval of minutes of November 8, 2006

Treasurer's report

Correspondence:
Nov. 8: from MBLC-approval of BPL's new Long-Range Plan submitted October 2
Nov 13: from C/W Mars-cost estimate for circulation automation with SLIN discount
Nov 21: from Town Clerk-request to submit all meeting minutes within 30 days
Dec. 6: from Town Administrator-Annual Report due Jan 22; May Town mtg warrant dates

Director's report
Update of History of BPL's Expansion Project: 1998-2006 (see attachments)
Attended MBLC workshop for P & D applicants in Dracut, application form received
Request for postponement of FY'08 operating budget to Jan 16 approved by FinComm
Paula on vacation from Dec 12 to Dec 26
Nick's vacation '06
Old Business
Should we apply for the P & D grant?

New Business
Presentation of draft of FY'08 library budget [discussion and vote, Jan 10]
Town's new website - Jean Therriault
Adjournment

Attachments:
Minutes of November 8, 2006
Librarian's report
Children's Room report
'History of BPL Renovation and Expansion Project: 1998-2006'
Beacon: 'School authority finalizes rules'
Centralities (2)

BOYLSTON PUBLIC LIBRARY

695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505 | 508

BOYLSTON PUBLIC LIBRARY
Board of Trustees Minutes
Wednesday, December 13, 2006, 7:00 p.m.

Attendees: Ken Linell, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: [from Finance/Capital Planning Committees]: Eric Brose, Herb Cronin, Howard Drobner, Karen McGahie; [from Foundation]: Pat Brissette, Fran Brissette, Maureen Linell, and Jean Therriault

Call to order: The meeting was called to order at 7:05 p.m.

Introduction of Finance Committee

Finance Committee and Capital Planning Committee members were introduced. Chair Sue Therriault presented a spreadsheet showing new construction funding options with and without state assistance and timetable for each. Discussion followed. (See attached)

Fran Brissette presented his Financial Analysis Model that demonstrated the impact on overall construction cost of many key variables including start dates, interest rates, and grant/no grant options over the next 20 years. Discussion focused on the potential interest savings of beginning as soon as possible. Mr. Drobner reminded all that the request to repay the state the $206,000 spent from the past MBLC grant should appear on the May Town Meeting warrant in case a request for construction money fails then, the pursuit of a state grant will still be open. The Finance Committee will come back to us with their recommendations after study. [Finance/Capital Planning and Foundation members were thanked and excused at 8:55 p.m.]

Approval of minutes: Motion was made and seconded to approve the minutes of November 8, 2006. Approved.

Treasurer's report: Angelo Scola submitted the treasurer's report. Currently there is $6264.51 in the account. Motion made and seconded to approve the report. Approved.

Correspondence: Nick Langhart
Nov. 8: from MBLC: approval of BPL's new Long-Range Plan that was submitted October 2. This is a prerequisite for any grant application.

Nov 13: from C/W Mars: the cost estimate for circulation automation with a SLIN discount was received. Nick said it would about double our current annual assessments to C/W Mars. We will differ action on this for now.

Nov 21: from Town Clerk: request to submit all meeting minutes within 30 days after approval. Nick has done this.

people (Luke 7:34) while on earth.

"Use your mammon to buy friends for yourself in heavenly places..." (Luke 16:9)

I must return, unfortunately, to the conspiracy of deliberate collusion to maintain false "religious" notions and man-made traditions about *the tithe*. The pathological twist usually goes something like this. "The Bible speaks more about money than about prayer" (true). "Thus, my sermon today is on *tithing*..." (All wrong--about tithing--of course... and a great leap from money (oft spoken of) to an emphasis on a subject largely absent from New Testament teaching--excepting a few (negative?) references in rebuke to the Pharisees or concerning the law.) And here we must be more sober-minded than we may like, and see the situation as it really is; for many of these preachers and teachers have been to seminary, have read the Bible (including Deuteronomy 14) many times, and so ostensibly know better. Perhaps it is time to recognize that the Holy Spirit was/is right and that there are "many false prophets" among us... preferring the way of Balaam (a prophet for profit)--just as Jesus told us there would be.

Hey, the way of Balaam has paid off many a church mortgage!

Sin breeds even more sin...

> 2 Cor 2:17 (NIV) Unlike so many, we do not peddle the word of God for profit. On the contrary, in Christ we speak before God with sincerity, like men sent from God.

The New Testament--and the whole of scripture--encourages giving and offerings of many kinds, just as the Old Testament has other forms of tithing, taxation, and spoils-of-war sharing as well. Generosity is a personality trait of those who have been born from above. God has proven Himself rich and lavish in His grace and loving care towards us, and if we really have His life in us, then we will be like Him.

In fact, the New Testament teaching is much more radical than the paltry Old Testament *tithe*. We have an entire Bible study on Money posted--accurate to the proportionate emphasis on how money is spoken of in Scripture, at:
if you have not seen it already.

The verse that most sums up the New Testament teaching on *giving* is:

> 2 Cor 9:7 (NAS) Let each one do just as he has purposed in his heart; not grudgingly or under compulsion; for God loves a cheerful giver.

This is a good one-verse answer to give to the *tithing legalists* spreading their leaven among us nowadays. And let us admit that there is something in us that hankers to be "under the law," even if just a little bit.

> 2 Cor 9:7 (NIV) Each man should give what he has decided in his heart to give, not reluctantly or under compulsion, for God loves a cheerful giver.

The verse is clear enough. Each one must give what the Holy Spirit has led him/her to in each and every situation with two conditions: never *grudgingly*, and never *under*

Dec. 6: from Town Administrator: Annual Report due Jan 22; Dates for submission of Articles for the May Town Warrant open on Monday, Feb. 5 and close on Monday, March 5.

Director's report: Nick Langhart
An update of the 'History of BPL's Expansion Project: 1998-2006' has been done and included as an attachment
Nick attended the MBLC workshop for P & D applicants held in Dracut on Nov. 29 at which the application form was distributed. Deadline is January 19th for the completed application.
A request for postponement of the submission of the FY'08 operating budget to Jan 16 was approved by the Finance Committee

Paula is on vacation from Dec 12 to Dec 26

Old Business:
Should we apply for the P & D grant? After discussion the decision was to proceed.

New Business:
Nick presented a draft of the FY'08 library operating budget that will be discussed at our regular meeting on Jan 10th that strictly follows the FinComm guidelines. He also distributed a 'Building Maintenance and Handicapped Access Upgrade Schedule' that totals to $145,000 over the next three years. (These are un-funded needs and beyond the operating budget.)

The Town's new website is being created and managed by Virtual Town Hall. It is expected to be up by February 1st. Jean gave an overview of how it will work. He has requested that a 'library' button be included on the navagation bars on the site's top page linked to our present library site. Jean also recommends that the library have a page for trustee and staff listings as well as having our current activities listed on the Event Calendar for the town.

Meeting adjourned at 9:50 p.m.

Respectfully submitted,
Marcia Priestley, secretary

manipulation (compulsion). It is impossible to imagine how legalistic adherence to the Old Testament *tithe* (and that woefully misunderstand!) could be compatible with this instruction.

The teaching of 2 Cor 9:7 is much more difficult than "rue and mint and cumin" at 10%. It is a John 3:8 sort of thing. There is no "law" about it (Gal 5:23b), this new wine will surely break the old wine skin. God wants us to give what He is asking *now!*

And this amount may be *all,* as in the case of Acts 5. God made a rather deadly point to underscore how serious He is about the new instruction of giving that was instituted in the New Covenant.

> Heb 8:13 (NAS) When He said, "A new covenant," He has made the first obsolete. But whatever is becoming obsolete and growing old is ready to disappear.

Let us not, then, trifle with the form of things. The reality is here. Jesus is our Sabbath rest, our *tithe* feast, our Lamb of sacrifice, and our leader, example, and reason for sacrificial giving and living.

Tithing is no more appropriate for believers than killing a bull in our front yards next Saturday as an "offering" with the idea that "Hey, it is commanded in the Bible, isn't it?" (Isa 66:3). God has no interest in such (Ps 50:8-9,13) and to hanker after things like *the tithe* may well be an indication that we like the old wine better than the new (Luke 5:39).

> Gal 5:9 (NRS) A little yeast leavens the whole batch of dough.
>
> James 2:10 (NIV) For whoever keeps the whole law and yet stumbles at just one point is guilty of breaking all of it.
>
> 2 Cor 9:6-7 (NIV) *Remember this:* Whoever sows sparingly will also reap sparingly, and whoever sows generously will also reap generously. Each man should give what he has decided in his heart to give, *not reluctantly* or *under compulsion,* for God loves a cheerful giver.

For futher study: a posting on .

BOT meeting notes Dec 13, 2006

ST
AS
KL
MP HOWARD
- ~~Eric~~ Dashner
LR
CR
- Kara McCabe
- Herb Cronin
- Eric Brose
From Brisette
Pat Brisette
Maureen Linell
Jean Theriault
N

Disc w/ Fair Comm. Intro: 7:02 - 7:52
Fran: B: 7:55 - 8:30
Dissc: 8:30 - 8:55

Minutes MSP as 11/8/06
Tres: 6,264.51 9:00

OB: PFD - yes 9:15

NB: Budget. Cap expenses 145 k list
Website: TT - met w "Virtual Town Hall" Today [9:30 pm]
in production 2/1/07
keep existing website.
up some updates to town site
- not use Town level for our members

9:50

2024	2025	2026	2027	2028	2029	2030	2031	2032
$	$	$	$ -	$	$	$	$ -	$
224,875	224,875	224,875	224,875	224,875	224,875	224,875	224,875	224,875
42,761	31,517	20,273	1,029	(2,214)	(13,458)	(24,702)	(35,946)	(47,189)
$267,636	$256,392	$245,148	$225,904	$222,661	$211,417	$200,173	$188,929	$177,686

$267,636	$256,392	$245,148	$225,904	$222,661	$211,417	$200,173	$188,929	$177,686
859,213	630,338	406,464	180,588	(44,286)	(269,163)	(494,038)	(718,913)	(943,788)

Mininet Member Library QUOTE – FY07

Boylston Public Library
With $2500 MBLC SLIN Grant (Not Guaranteed)

2 Staff Ports	2 PAC Port	0 Internet Ports	4 Total Ports

Note: Mininet members may have a maximum of 10 ports.

		Mininet
A.	ONGOING	
1.	Per member =	$ 1,753
2.	Per staff port x 2@ $ 526 each =	$ 1,052
3.	Per PAC and Internet port (2 @ $167 each) =	$ 334
4.	Item Count (24,277) =	$ 2,317
5.	Circulation (30,905 – 3 yr. Avg.) =	$ 1,386
		$ 6,842
	Minus MBLC Annual Grant	($ 2,500)
	SUBTOTAL =	$ 4,342

	START-UP	
1.	Per member =	$ 1,000
2.	New staff port x 0 @ $ 2000 =	$ 0
3.	New PAC port x 2 @ $700 =	$ 1,400
	SUBTOTAL	$ 2,400

C/W MARS First Year Total =	$ 6,742 (Costs would be prorated in FY07)
FY2008__ (EST) + 3%	$ 4,547
FY2009__ (EST) + 3%	$ 4,759

Please complete, sign, and return to Joan Kuklinski, C/W MARS, Inc., 67 Millbrook St., Suite 201, Worcester, MA 01605

☐ We wish to apply for a Mininet Membership in C/W MARS, Inc.

Library _____

Library Director's Signature Date

Trustee/Chairperson's Signature Date

Nick Langhart

From: Jean Therriault [jean_therriault@msn.com]
Sent: Tuesday, December 12, 2006 1:54 PM
To: nlanghart@boylston-ma.gov; klinell@charter.net; susan_therriault@msn.com
Subject: Town of Boylston Website

Nick -
I reviewed the material for tomorrow's meeting with virtualtownhall, and completed a questionnaire that they requested. The information supplied was: Contacts - You, me, Paula and Judy.
I also gave them the library's address and phone, and a list of the staff (from the current website).
I did not include a Mission Statement, which we can add later.
On the same form I said we may be interested in keeping a monthly calendar of events, monthly bulletin board, and that we may want pictures transferred from the old site. I said no on posting meeting minutes and meeting agendas.

The sample site has been set up with some initial external links, and they will want to know if we will use them. This is how I plan to respond to them:

1. Hours - yes
2. Calenda/schedule of events/ Special events - yes
3. Suggested Reading - substitute "New Books"
4. FAQ - yes
5. Download Forms - no
6. Staff Directory - no
7. Internet Access - I need to find out what this is
8. Rules and Regs - no
9. Trustees meeting notes - no
10. Catalog services - yes, tie to CWMars

I will ask them about adding the following links:
1. Friends
2. Foundation
3. Library Services/collection

Finally, I will ask them about how the building program pages fit into their structure, or if we should convert the existing website to be used solely for building program documents. If we keep our own site we will want to remember to add a link from our site to theirs,

We may also want to ask the Friends and Foundation if they want their own pages altogether. If so, we could just link to them.

Can you think of any other questions or issues prior to the Wednesday meeting?

Thanks

Jean

BAKER & TAYLOR BOOKS
Information and Entertainment Services

For Written Correspondence:
2550 West Tyvola Road
Suite 300
Charlotte, NC 28217

STATEMENT

ACCOUNT #
L6298653
DATE
08/31/06

14362 - 14362

Stubb act

BOYLSTON PUB LIBY
695 MAIN ST
BOYLSTON, MA 01505-1308

BAKER & TAYLOR BOOKS
Information and Entertainment Services

SEND PAYMENT TO:
Baker & Taylor Books #510486
P.O. Box 7777
Philadelphia, PA 19175-0486

TO INSURE PROPER CREDIT RETURN THIS REMITTANCE ADVICE WITH PAYMENT TO THE ADDRESS ABOVE

Please forward all remittance detail for ACH, Wires & Drafts to:
Fax: 704-998-3314 Attn: Cash or email dl-cfs_cash@btol.com

ITEM NUMBER	ITEM DATE	NET DUE BY	PURCHASE ORDER CROSS REFERENCE	ITEM AMOUNT	BALANCE
3011070644	083006	092906	082906	33.73	33.73

QUESTIONS REGARDING YOUR STATEMENT? CALL 800-340-5370

CURRENT	1-30 PAST DUE	31-60 PAST DUE	60+ PAST DUE	TOTAL
33.73	0.00	0.00	0.00	33.73

KEEP THIS COPY
FOR YOUR RECORDS

BOYLSTON PUB LIBY

ACCOUNT #	DATE	PAGE #
L6298653	08/31/06	1 of 1

ITEM NUMBER	ITEM DATE	AMOUNT
3011070644	083006	33.73

STATEMENT BALANCE	33.73

PLEASE DENOTE
ACCOUNT # ON CHECK

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]
Sent: Wednesday, November 29, 2006 4:18 PM
To: Jean Therriault; Sue Therriault
Cc: Ken Linell
Subject: 11/29/06 P & D orientation meeting, Dracut

Jean & Sue,

The Dracut library is very nice, a J. Stewart Roberts job opened last May for 30,000 pop. Have you seen it?

Patence Jackson and Anne Larsen walked us all through every page of the application with witty and sage advice gained over the years thrown in.

The application form is a disk as well as hard copy submission, so I may be calling for help on format and also a proof-reader.

Not clear whether we can update the Bryan Report in-house or whether we should spring for a new consultant (because it's now not so current re: changing library technologies). But we would not write/re-write the Building Program until after the grant is awarded.

The P & D grant money is both sufficient (they urge every application to budget for $60,000) and available (MBLC could fund all applicants at $60,000 with cash on hand). There are 25 libraries applying in this round, about 14 came to this meeting.

No word on the timing of the next construction grant round.

It was clarified that any interest earned while holding unspent grant funds not only will not be claimed by the state but, in fact, must be kept in a separate account and used for some project-related purpose (not absorbed by the Town).

I confirmed that a good working figure for current costs/sq ft for new library construction is about $400.

I am hoping for a quick resolution of the issues we raised with Fran last evening so I can know whether to proceed with this application or not. I do not THINK we could take a P & D grant and then drop out of the construction phase....

Thanks for having Fran come and work with our decisions. New perspectives, new energy, new optimism. All good.

Nick

BOYLSTON PUBLIC LIBRARY

695 MAIN STREET
BOYLSTON, MASSACHUSETTS 01505 | 508

Nick Langhart

To: Board of Trustees
Subject: Agenda for Trustees meeting for November 8, 2006

BOYLSTON PUBLIC LIBRARY
Board of Trustees

MEETING AGENDA
Wednesday, November 8, 2006, 7:00 p.m.

Call to Order

Approval of minutes of October 11, 2006

Treasurer's report

Correspondence:
From Sue Olsen: Preparation of FY'08 budgets

Director's report
Library:
State financial aid & compliance forms mailed 10/19
10/25 Halloween party well attended with 40 children
Applied to C/W Mars for SLIN funds for circulation automation
Responded to Town Counsel on 'Hot Topics' demand letter
A/C window inserts installed, attic closed up for winter
Building:
10/12 2nd Open Forum on Hillside site held, 14 attended
10/16 Special Town Meeting approved 2 library articles. Thanks to all!
P & D intent letter submitted to MBLC 10/18, have registered for workshop
Report on Ashby Library opening, funding, 10/22

Old Business
Timetable for Hillside: Should we apply for the P & D grant?

New Business
Approve draft of FY'08 Action Plan for LRP, due to MBLC 12/1
Children's room: how can we improve attendance at Wednesday storytimes?

Adjournment

Attachments:
Minutes of October 11, 2006
Librarian's report
Children's Room report
Centralities

WIN WIN
SITUATION

POYLSTON PUBLIC LIBRARY
Minutes of Board of Trustees Meeting
Wednesday, November 8, 2006, 7:00 p.m.

Attendees: Ken Linell, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Jean Therriault

Call to order: The meeting was called to order at 7:05 p.m.

Approval of minutes: Motion was made and seconded to approve the minutes of October 11, 2006. Approved.

Treasurer's report: Angelo Scola submitted the treasurer's report. Currently there is $5714.06 in the account. The reimbursement check for payment of $550 to Bates and Ticknell for their performance on June 15, 2006 has been received from the Town from the Cultural Council. Motion made and seconded to approve the report. Approved.

Correspondence:
Memo from Sue Olsen to all departments: Preparation of FY'08 budgets: "Anticipate that the next couple of budget cycles will be worse than any in recent years. Use cost-effective measures, combine services and purchases where possible, look at new ways to generate additional fee income, etc."

Director's report: Nick Langhart
Library:

State financial aid & compliance forms were completed and mailed 10/19 by Jean and Sue Therriault.

The Friends 10/25 Halloween party well attended with about 40 children.

Nick applied to C/W Mars for SLIN (Small Libraries in Networks) funds for circulation automation. They will prepare a quote including some state subsidy.

Nick responded to Town Counsel on a demand letter: we were asked to remove Hot Topics in Criminal Law 2000 from the collection by an inmate who has obtained a judgement against the book's author. Nick supplied evidence that we don't own the book.

Two A/C units have been removed for winter and new window inserts installed. Nick did this by himself. Great job! Attic louvers also closed up for season.

Building:

Second Open Forum on Hillside site was held on 10/12; 14 attended who were primarily interested in the plans for the senior center proposed for the site.

At the Special Town Meeting on 10/16, the two library articles were approved. (#8, approval to build at Hillside site; #9, approval to apply and expend P&D funds.) Thanks to all!

Nick submitted the Planning & Design grant intent letter to the MBLC on 10/18

and has registered for workshop in Dracut on Nov. 29, 10 a.m. – 12:30 p.m. at which the application forms will be distributed.

Nick attended the Ashby Public Library re-opening on 10/22. It was 11 years in planning and construction with many obstacles. But it was funded without a bond or new taxation and utilized $800,000 in CDBG funds for handicapped access improvements.

Old Business:
Timetable for Hillside: Should we apply for the P & D grant? Application due on Jan. 18th, 2007. Nick presented pros and cons to the meeting. Sue suggested we talk to the finance and capital planning committees before the decision is made. We decided to invite the finance committee and Herb Cronin to our next meeting on December 13 so they can advise us on the long-term impact of the decision on the Town's finances.

New Business:
Approve draft of FY'08 Action Plan for LRP: Motion made to approve the FY2008 Action Plan of the Long Range Plan recently submitted to the MBLC. The FY '08 Action Plan is due to the MBLC on December 1st. Seconded and approved. A signature sheet was circulated to go with the plan.

Children's room: how can we improve attendance at Wednesday story times? Nick has been discussing with Judy how to jump-start the weekly program for children 2 years of age and under. The Trustees suggested that she find out what parents want and maybe send a questionnaire to parents of young children.

Meeting adjourned at 8: 30 p.m.

Respectfully submitted,
Marcia Priestley, secretary

BOT mtg Notes Nov 8, 2006

7:05
minutes 10/11 MSP
Treas $5,714.06 will dep 550 11/9
read s.o. budget letter
Dir Rpt:
OB Pt D options - disc
introduce selection, Fin Com, cap plg. Posted
? Dec BOT mtg invite Fin Com + Ken Sydow (separately)

Action Plan disc, approval MSP
CR class sessions disc. Do action
CR disc w/ideas 8-31

CODES FORUM 2003

International Code Council, Inc.
(866) ICC-JOIN

Nick Langhart

To: Board of Trustees
Cc: Patricia Brissette; Sarah Scheinfein
Subject: Agenda for Trustees, Foundation & Friends meeting for October 11, 2006

BOYLSTON PUBLIC lIBRARY
Joint Meeting Agenda
Board of Trustees,Foundation Board, Friends of the Library
Wednesday,October 11, 2006, 7:00 p.m.

Call to Order

Approval of minutes of September 13, 2006

Correspondence: none

Report from Foundation

Report from Friends

Director's report
- Christine Astley began Sept 19 as an assistant in the Children's Room
- Newsletter mailed Oct 5th, thanks to Jean for tech help & Marcia for Carol's help
- Attended workshop on State Aid prep Sept 28, forms due Oct 20
- Marcia & I met with Roger Deal's Library Reuse Committee on Sept 28

Old Business
- Report on meeting with Selectmen and Finance Committee Sept 25
- Report from Communication Committee on preparations for Town Meeting

New Business
- Report on negotiations with Parks & Rec on soccer fields at Site B
- Approve draft of Long Range Plan

Adjournment

Attachments:
- Minutes of September 13, 2006
- Librarian's report
- Children's Room report

restaurant and office space. The Burwick and Caravan Buildings at the corner of Main and Madison are waiting for residential development. Franklin Street properties are being rehabilitated into apartments. Water and Harding Streets have seen the sale and development of many properties including the Heywood Shoe Building (condominiums). Both the Upper Junction Shop site (Beacon Street) and the multi-acre Lower Junction Shop site in South Worcester are in very early stages of development as residential units and an industrial site, respectively. Importantly, many of these projects have involved the rehabilitation of existing structures with anticipated preservation of exterior architectural features.

Meanwhile, in both the city's healthy and troubled residential neighborhoods community organizations are developing housing units for first time homeowners and for shelter/treatment centers. Previously neglected and deteriorating neighborhoods are also experiencing the advent of immigrant homeowners that are revitalizing those areas of the city. Many of the properties are historic.

Photo Credit: Deborah Packard

MACRIS Listing: May Street House

Classification of Historic Resources

There are four official systems of classification for Worcester's historic properties; a property may be included in one or all of them or not be officially included in any. Knowledge of classification is important for understanding such matters as governance, availability of restoration/rehabilitation financing, owner responsibilities, protection from federal/state projects, allowable property changes, and demolition.

BOYLSTON PUBLIC LIBRARY
Joint Meeting Minutes
Board of Trustees, Foundation Board, Friends of the Library
Wednesday, October 11, 2006

Attendees: Ken Linell, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, Sue Therriault, and Nick Langhart, Director.
Guests: Jean Therriault, Pat Brissette, Richard Prince

Call to order: The meeting was called to order at 7:02 p.m.

Approval of minutes: Motion was made and seconded to approve the minutes of September 13, 2006. Approved.

Treasurer's report: Angelo Scola submitted the treasurer's report. Currently there is $6263.46 in the account – no activity. Motion made and seconded to approve the report.

Correspondence:
From CMRLS – Trustees are invited to a special orientation session at CMRLS offices. It will be held Tues. Oct. 17, from 6-8 p.m. on Rt. 20 in Shrewsbury.

Report from Foundation – Pat Brissette

- Annual meeting on Oct. 25th.
- Pat Ermshausen and Pat Brissette went to fund-raising workshop by MBLC on 9/30. Boylston was one of the few libraries with a foundation.
- Finance Committee has solicited RFP's from three investment firms on where to invest funds: UBS, Fidelity and A.G. Edwards. They will decide in a few weeks. They are considering how to participate in the new state matching program for funds raised by foundations, friends, etc.

Report from Friends – Sara Scheinfein (report is in handouts). Sue T. commented that the Friends are doing a tremendous job with all of their activities.

Director's report: Nick Langhart
Sickly tree by handicap ramp has been removed by Don Parker.

FY'06 unpaid bill: Roger Tincknell sent a bill for $550 for 'Earth Rhythms: A Celebration in Story and Song', performed at the library on June 15, 2006. Nick asked to pay it from the Trustees account which will be reimbursed by the Arts Council. Motion made seconded and approved to pay the invoice.

Christine Astley began Sept 19 as an assistant in the Children's Room. This is a temporary appointment. She is working 6 hours per week.

Binder newsletter mailed Oct 5th. Thanks to Jean for technical help and to Marcia for Carol's help.

Nick attended a workshop on State Aid Report form preparation Sept 28th at WPL. Forms are due Oct 20.

Marcia and Nick met with Roger Deal and Bruce Symonds as the Library (building) Reuse Committee on Sept 28. Realtor John Petraglia advised us on adaptive reuse of historic and municipal properties. The creation of a demolition delay ordinance was discussed; it gives a 6 month period to find a new use or owner for a threatened historic property. It would need town approval to become a local ordinance. Bottom line of the meeting was that the library building will not be available until we have a new building and that is some years away. Now is too soon to get an appraisal because the market could change in 4 to 5 years. We agreed not to meet again until the fate of the library is decided. Talked about a senior center: Roger has found that funders want to see an independent building rather than just an enlarged meeting room as part of a library.

Old Business:
Report on meeting with Selectmen and Finance Committee Sept 25: Sue T. gave selectmen a brief overview of the final Cabco report for the Hillside site. Dave Butler was thinking the Sr. Center was just going to be a larger room with a kitchen in the library rather than a 5500 sq ft facility. Sue told them of the two public information sessions on the library's plans.

Report from Communication Committee on preparations for Town Meeting: Sue T outlined all the communication events in preparation for the Town Meeting: Binder article, postcard mailing, sandwich board, Banner interview/article, presentation, etc.

The application for a second Planning and Design grant: a letter of intent that we will go forward with an application is due to the MBLC on Oct 19th; the full application is due Jan.18. Awards will be announced in June. Maximum award is $40,000.

New Business:
Report on negotiations with Parks & Recreation on athletic fields planned for Site B: They are looking for a space about 400'x 500' at the north end of our site. It will be staked out on Sunday by Jean T, Sue T, and Rudy Lambrecht of P & R.

Approved draft of new Long Range Plan (needed in order to apply for grants from MBLC). We need to have a FY2008 Action Plan by December 1st as well.

Meeting adjourned at 8:15 p.m.

Respectfully submitted,
Marcia Priestley, secretary

Joint Meeting Report
FOL
10.11.06

1. Sponsored several summer events for children-
- Dream Jar
- Sundae party
- PJs and a book story time
- Picnic with the Ants
- Police and Fire station tours
- Back to school party

2. In September, the Friends arranged for author Susan Ponders to come to the library. She discussed her life in the military, read an excerpt from her book The Art of Uncontrolled Flight, and autographed purchased copies of her book. We sold 18 books.
3. The Friends had its first meeting last Friday, October 6th. One member from last year has left the group; however, we have 2 more potential members. I will stay as president, Jen McGrath will remain treasurer and Wendy Lonstein has taken position of vice-president.
4. The CPC will continue to fund us for preschool events; however, we will be receiving $775.00 from them instead of $1000.00, which is what we have received in the past.
5. Friends-Helping-Friends: we still have one family to whom we are offering this free book delivery service. I will place into the Happenings section of the Banner to see if we can increase # of families. Also was placed into the last ITL.
6. Informational Packets-I have asked Paula to start distributing these to all new residents who come in for a library card.
7. Chris Longvall will head-up the Teen FOL this year. She will be sending flyers to age-appropriate "Teens" and organizing a first meeting most likely in November.
8. Friends planning on highway clean-up; possibly this upcoming Sunday.
9. Pumpkin Party on Wednesday, October 25th at 6:30 p.m. at the library.

Thank you, and feel free to contact me with any questions/concerns/suggestions.
Sarah
508.869.0317
Scheinfein@charter.net

The Demolition Delay Ordinance was critical in saving the Chestnut Street Church.

All applications for demolition are now being reviewed by staff of the WHC in the first instance to determine if a designated historic property is involved. First access of the WHC to applications for demolition is a benefit of the recent reorganization. Owners seeking a variance may petition the WHC in writing for a public Hearing. The WHC must hold the Hearing no later than forty-five days after it receives the application. Approval of a variance to allow earlier demolition is based on the finding of the Commission that either "the proposed demolition will not be detrimental to the historical or architectural heritage of the city," or failing that test, that "issuance of a demolition approval is necessary to avoid an undue economic hardship to the property owner."

Sometimes the Demolition Delay buys time for preservation and reuse, as with the Chestnut Street Church, the Tobias Boland House on Green Street, and the Burwick and Caravan Buildings on Main and Madison Streets (reuse still pending). Sometimes nothing works, as with the Reeves House in Quinsigamond Village, and the Erskine/Forbes House at 23 Trowbridge Street. On other occasions it is clear, even to diehards, that demolition is timely and appropriate, as with the original Worcester Academy Building in Main South.

All too often historic buildings have not been officially designated and thus are not under the purview of the Commission, as with the Woodbury building formerly on Grove Street/Gold Star Boulevard.

Municipal Readiness

The city is prepared to address the issues of which historic buildings, areas, and neighborhoods to preserve, and promote. Work done from the 1970's to the present by federal, state, and local governments continues to reinforce effective preservation activities of community groups, notably Preservation Worcester and its predecessor, The Worcester Heritage Preservation Society. Communication and coordination between, e.g., the city offices of Planning, Code, Zoning Board of Appeals, and the Office of Economic Development seem improved, enhancing responsiveness and improving efficiency. Direction and staffing of the pivotal Division of Planning and Regulatory Services is excellent and energized. Increasingly the WHC sees its role as facilitator rather than enforcer. Signage will soon appear to designate the Local Historic Districts and plans are being made to accurately identify and similarly post the confines of the forty-six districts of The National Register of Historic Places. GIS mapping of all the city's historic districts and buildings will be a reality in the near term.

Joint BOT mtg Notes 10/11/06

6 Trustees
N
Pat Brassette
Richard Prince
9

7 OB

minutes, MSP

Treasurer's $6,263.46

correspondence: ST CMRLS for Trustees 10/17, Tues 6-8

→ Pat Brassette: 10/25 annual mtg at Church
MBLC fund raising wkshp 9/30 on annual appeal.
state's fund for helping libraries
Fdn investing investment firms: Fidelity VBS, AG Edwards

Funds doing good job ... ST

→ Doris Bates ck to mail

→ TY to Carol

→ TY to John P for Library reuse comm 9/28

OB

7:30 Cebco report to FinCom + Selectmen 9/25. Dave B's perspective on Sr Ctr.
Community Center report. PCs Brian Sandwith Ed
P+D grant – LRP
→ NOI mtg = Action Plan for 2008
→ Signature sheet for LRP signed

NB

Soccer Fields discs. Stanley to stake site

→ Testimony letter to CABCO

American Heritage

HISTORY HAPPENS HERE

SPECIAL ISSUE

PORTRAIT OF A YEAR:

CIVIL RIGHTS CRISIS
THE BEATLES ARRIVE
SEEDS OF VIETNAM
THE TRIUMPH OF AGENT 007
THE WORLD'S FAIR
AND...THE GREATEST WORLD SERIES

When a N
Age Wa

BOVI TON PUBLIC LIB
65S MAIN STREET
BOVI TON MA 01505

06

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]
Sent: Friday, September 08, 2006 5:43 PM
To: Angelo Scola; Cathy Richard; Ken Linell; Letty Ridinger; Marcia A. Priestley; Sue Therriault
Subject: Agenda for Trustees meeting for September 13, 2006

BOYLSTON PUBLIC LIBRARY
Board of Trustees

MEETING AGENDA
Wednesday, September 13, 2006, 7:00 p.m.

Call to Order

Approval of minutes of August 9, 16, and Sept 7

Treasurer's report: $6,262.98 as of Sept 6,'06

Correspondence:
- From MBLC: Fundraising workshop, Sept 30
- From David E. Ross, CE: Notice to Abutters
- From MBLC: Planning & Design grant round, Oct 13.

Director's report:
- Thanks to Friends for Book Signing event Sept 6
- ARIS completed and submitted to MBLC Sept 1
- Bill Manter will shovel snow this winter
- Barnard, Co. will begin roof repairs soon

Old Business
- Final report and recommendation from Site Selection Committee
- Meeting with Selectmen, September 11

New Business
- Events schedule for October 16th Special Town Meeting

Adjourn

Attachments:
- Minutes of 8/9, 8/16 & 9/7
- Librarian's report
- MBLC notice of fundraising appeal seminar
- MBLC announcement of Planning & Design grant round
- Centralities

Larsen says we can send back what we have left and wait until May to make a decision on whether we choose Option 1 or 2.

Also, asked Sue Olsen how much we have left in the account, she said $317,414.93

Motion made to have Jim Stanton send a letter to Rob Maier that we will return the unexpended funds promptly and we accept the generous offer to return the spent funds after approval at town meeting in May 2007. Motion seconded and approved.

Repair of slate roof – estimate $600. We have asked Bernard for estimate for just the damage from the tree. We need to put Nick's letter to Sue Moore on record with the town.

New Business

Recommendation of Cabco Consult for Hillside site study from Selection Committee. Sue gave background. Site selection Committeee: Sue Olsen, Dennis Goguen, Jean and Sue Therriault, Nick Langhart, Angelo Scola, Ken Linell, Marcia Priestley. We used a standardized form for evaluating proposals for selection. Interviewed people and then reduced the 4 firms to 2 – one architectural firm, 1 engineering firm. We chose the engineering firm – multi-thread tasks in order to meet the deadline.

Motion made and seconded to approve Cabco Consult to do site study. Approved.

Jean Therriault received a contract from town counsel to use as a boilerplate for the Cabco Contract. RFP Proposal and bid are the "working documents." Town counsel will need to approve the contract. We need to know who will negotiate and then the contract needs to be signed. Cabco has offered to work with a letter of intent until the contract is signed.

Letty brought up possibility for using our current building and starting from scratch here. Discussion.

Meeting adjourned at 8:40 p.m.

Respectfully submitted,

BOYLSTON PUBLIC LIBRARY
695 MAIN STREET

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]
Sent: Friday, September 08, 2006 5:43 PM
To: Angelo Scola; Cathy Richard; Ken Linell; Letty Ridinger; Marcia A. Priestley; Sue Therriault
Subject: Agenda for Trustees meeting for September 13, 2006

BOYLSTON PUBLIC LIBRARY
Board of Trustees

MEETING AGENDA
Wednesday, September 13, 2006, 7:00 p.m.

Call to Order

Approval of minutes of August 9, 16, and Sept 7

Treasurer's report: $6,262.98 as of Sept 6,'06

Correspondence:
- From MBLC: Fundraising workshop, Sept 30
- From David E. Ross, CE: Notice to Abutters
- From MBLC: Planning & Design grant round, Oct 13.
- From MBLC: PL Fund Program

Director's report:
- Thanks to Friends for Book Signing event Sept 6
- ARIS completed and submitted to MBLC Sept 1
- Bill Manter will shovel snow this winter
- Barnard, Co. will begin roof repairs soon

NB

Old Business
- Final report and recommendation from Site Selection Committee
- Meeting with Selectmen, September 11

New Business
- Events schedule for October 16th Special Town Meeting

Adjourn

Attachments:
- Minutes of 8/9, 8/16 & 9/7
- Librarian's report
- MBLC notice of fundraising appeal seminar
- MBLC announcement of Planning & Design grant round
- Centralities

CR mpt 7

General Roofing Request

Strip entire house and garage to sheathing

- inspect and replace rotted material

30# felt paper base

- 30 yr CertainTeed Architectural shingle (TBD)
- ice and water membrane on lower edge of roof
- new drip edge
- reflash pipe and chimney(if needed)
- install torch down(rubber material) on dormer
- install access hole to dormer roof (optional)

Price to include all material, labor, clean-up and removal of debris(roof related) and building permits as required.
Time to complete:
Start time:
Possibility of second house:

BOYLSTON PUBLIC LIBRARY
Board of Trustees Meeting
Minutes
Wednesday, Sept. 13, 2006, 7:00 p.m

Attendees: Ken Linell, Marcia Priestley, Cathy Richard, Letty Ridinger, Sue Therriault, and Nick Langhart, Director.

Guests: Jean Therriault, Pat Brissette

Call to order: The meeting was called to order at 7:00 p.m.

Approval of minutes: Motion was made and seconded to approve the minutes of August 9, 16 and Sept. 7, 2006. Approved.

Treasurer's report: Angelo Scola submitted the treasurer's report as of Sept. 6 to Nick. Currently there is $6262.98 in the account – no activity. Motion made and seconded to approve the report. Approved.

Correspondence:
From MBLC: Fundraising workshop, Sept. 30 – to be held at the Marlboro Holiday Inn.

Deadline for registration is Sept. 22. Sue will bring it up at the Foundation Meeting as well.

From David E. Ross, CE: Notice to abutters – Mass. Wetland Protection notice for the Moore's proposed new septic system design at 1 Scar Hill Road which is for sale.

From MBLC: Planning & Design grant round announced – (Differed to New Business, below).

From MBLC: Invitation to libraries and municipalities to apply to the Massachusetts Public Libraries Fund. The application is due Feb.2, 2007. Funds are made available for advancement of public library services (not for construction). Awards are approximately $.50 on the dollar of what is in a separate trustee-controlled municipal account as of Dec. 31. Letter will be passed on to Foundation.

Director's report: Nick Langhart
Thanks to Friends for Book Signing event Sept. 6 – 20 people attended.
ARIS completed and submitted to MBLC Sept. 1
Bill Manter will shovel snow again this winter
Barnard, Co. will begin slate roof repairs soon
Newsletter will go out in the beginning of October before town meeting.

Old Business:
Final report and recommendation from Site Selection Committee – Jean Therriault – Cabco Consult submitted their final report on Sept. 7. Site selection committee and trustees presented it to the Selectmen on Sept. 11. The committee recommended Site B

General Roofing Request

Strip entire house and garage to sheathing

inspect and replace rotted material

· 30# felt paper base

· 30 yr CertainTeed Architectural shingle (TBD)

· ice and water membrane on lower edge of roof

· new drip edge

· reflash pipe and chimney(if needed)

· install torch down(rubber material) on dormer

install access hole to dormer roof (optional)

Price to include all material, labor, clean-up and removal of debris(roof related) and building permits as required.
Time to complete:
Start time:
Possibility of second house:

(to left of Town Hall). Jean showed two possibilities for building locations on Site B and a photo-montage showing a conjectural building there. Jean stated that the town benefits from Cabco's work because the report contains much site engineering information regarding all 4 sites. Selectmen said they want us to meet with the Finance Committee before October 16th. Motion made for the trustees to accept the report from Cabco and to recommend Site B at town meeting. Seconded and approved. (An article to this effect is being drafted by the town administrator).

New Business

Events schedule for the October 16th Special Town Meeting -
The New Site Communications Committee will be meeting tomorrow (Sept. 14) at 6:30 p.m. at the library to plan publicity for the town meeting vote.
Open Forums are scheduled for Sept. 27 and October 12 at Hillside. Information will also be on the web site, Banner, Binder, and cable TV.

(From correspondence): The MBLC has just announced a new Planning & Design grant round with a letter of intent due October 19 and full application due January 18, 2007. It was the consensus of the Board to submit an application for funds for assistance for architectural services, etc., for the Hillside site. The MBLC requires town meeting approval for a potential project as well as a public vote that the trustees may apply for, accept and expend state funds. There is still time to submit such an article for October 16 if approved at this meeting. After discussion, it was moved:

"To see if the Town will vote to authorize the Board of Library Trustees to proceed with planning and designing a new library building and to apply for, accept, and expend any state grants which may be available for the planning phase of this project."

Motion made, seconded and approved to submit this as an article to the town.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,
Marcia Priestley, Secretary

Company/contact	Better Business Grade	Phone #	Start time	Time to complete days		Bid amount	Second House bid value
Mike Moreno/ Charles Wilmot		753-9524		5		$5,100. See attached bid sheet	
Bissonnette Construction----- Paul Bissonnette		757-7230				Tues @6:00pm	
Harvey Francis & Sons--- Mark		752-2876				Tues @7:00pm	
Dupre & Sons Roofing---- Mike Dupre		865-0770					
Kilroy Constructon -- Tom Kilroy		842-3327 949-3106					
P.Harrington Roofing--- Phil Harrington		852-6023					
Central New England--- Mark Bengtson		949-3106					
DDL/ Mario LaManchi		797-9555					
*John Canty Roofing		791-6801					

Received at Library 8/31/06 by
certified mail NL

Notification to Abutters
Under the MASSACHUSETTS WETLANDS PROTECTION ACT
[CMR 310 10.00]

In accordance with the second paragraph of Massachusetts General Laws Chapter 131, Section 40, you are hereby notified of the following:

Applicant: Arthur & Susan Moore

Municipality: Boylston, MA

Project Description, (as it applies under the Massachusetts Wetlands Protections Act): A Notice of Intent has been filed for the replacement of a failing cesspool with a sewage disposal system. The work involved will be within the 100 ft. Wetland Buffer Zone. All work will be greater than 50 ft. from any resource areas.

Address of Lot where project is proposed: 1 Scar Hill Road – Map 35; Parcel 2

Copies of the Notice of Intent may be examined at the Boylston Conservation Commission Office

Between the hours of 8:00 - 2:00 Mondays through Thursdays
and Monday nights 6:00 – 8:00

For more Information, call: (508) 869-6127 Conservation Commission

Copies of the Notice of Intent may be obtained from the ☐ Applicant, or the

■ Applicants Representative by calling this telephone number: **(978) 772-6232**

between 8:00 and 4:00 - Monday through Friday, ($10.00 copying cost).

Information regarding the date, time and place of the public hearing may be obtained from the Boylston Conservation Commission By calling (508) 869-6127

Notice of the Public Hearing, including date, time, and place will be published at least five(5) days in advance in the Worcester Telegram and Gazette Newspaper.

Rev. 8/2006

Mon 9/18 7pm Hillside, public hearing

BOT meeting Notes 9/13/06

CTO 7:00

Motion for approval of mtg 8/9 + Spec. 8/16 + 9/7/06

Correspondence #

Dir rpt

add "Newsletter" schedule

OB

JT reports on CABCO mtg

ck list of deliverables on Contract from CABCO - to get for 7th

get CABCO article

6th mtg of "limitation"

Check w/ AG on article wording

9/27 7:00 Hillside, 10/2, 7:00 Hillside CITES rooms

Send article to S.O.

photos from Ken for Builder

Buddhism, astrology or whatever, is the right faith for him.

As Thomas himself describes his conversion to Islam, after agreeing to fast for the month of Ramadan: "I just felt a link from all the prophets of Adam and Noah and Moses and Abraham and all the prophets coming from one God and Confucius and Buddha and all the people being messengers and all my whole world came together." He continued to follow his feelings to radical Islam, to terrorist training, and to the adoption of "Jihad" as his first name.

So while the religionist may claim to uphold absolute truths, his beliefs are as arbitrary and baseless as those of the subjectivist. Thus, the paradoxical conversions of Jack Thomas and Walker Lindh--from subjectivist to religious dogmatist--aren't so paradoxical after all; in both cases, the switch was merely from one form of emotionalism to another.

What neither the subjectivist nor the dogmatist can fathom is the need for an objective approach--a method of seeking truth, acquiring knowledge, and defining moral standards, not by indulgence in emotions, but by a process of reasoning based on factual evidence alone. In every issue and area of its life, a mind on this premise is moved not by arbitrary whims, but by logical arguments that are grounded in directly perceivable facts.

What is needed, then, to avoid raising the "Jihad Jacks" and "American Talibans" of the future, is for our culture to reject emotionalism in all of its varieties--whether in the form of anything-goes subjectivism or of emotion-driven faith in mystical dogmas--in favor of the rational alternative: objectivity.

Christian Beenfeldt, MA in philosophy, is a guest writer for the Ayn Rand Institute.

Boylston Public Library
Board of Trustees and Library Site Selection Committee
Special Meeting
September 7, 2006, 7:00 p.m.
Minutes

Attendees: Dennis Goguen (Council on Aging & SS Cmte), Ken Linell (Trustee & SS Cmte), Suzanne Olsen (SS Cmte), Jean Therriault (Foundation and SS Cmte Chair) Sue Therriault (Trustee & SS Cmte), Nick Langhart (Library Director).

Guests: Chuck Budnick (Cabco Consult), Paul Minor (Architect, Cabco Consult), Jane Meegan, Dick Prince

It was noted that there was no quorum of the Board of Library Trustees; however, there was a quorum of the Site Selection Committee.

Trustee Chair Sue Therriault called the meeting to order at 7:07 p.m. Site Selection Chair Jean Therriault reviewed the purpose of this special meeting which was to receive and review the final report and recommendation from Cabco Consult. He then introduced Chuck Budnick and Paul Minor from Cabco Consult who presented their final report.

Mr. Budnick and Mr. Minor reviewed their findings and issues with Site A, and then presented two alternatives for Site B – two connected single-story buildings for the library and senior center, and a single two-story building with the library on the upper level and the senior center on the lower level. Each would have its own entrance and parking. After the presentation and Q&A, it was moved and seconded to accept the final report from Cabco Consult. This recommendation was passed unanimously. It was also moved and seconded that the Site Selection Committee recommend Site B to the Board of Library Trustees. This recommendation was also passed unanimously.

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Susan A. Therriault

Boylston Public Library
Board of Trustees and Library Site Selection Committee
Special Meeting
August 16, 2006, 7:00 p.m.
Minutes

Attendees: Dennis Goguen (Council on Aging & SS Cmte), Ken Linell (Trustee & SS Cmte), Marcia Priestley (Trustee & SS Cmte), Letty Ridinger (Trustee), Cathy Richard (Trustee), Angelo Scola (Trustee & SS Cmte), Jean Therriault (Foundation and SS Cmte Chair) Sue Therriault (Trustee & SS Cmte), Nick Langhart (Library Director).

Guests: Chuck Budnick (Cabco Consult), Paul Minor (Architect, Cabco Consult), Pat Ermshausen, Maureen Linell, Dick Prince, Karen Prince, Marsha Wagner, Ron Wagner

Trustee Chair Sue Therriault called the meeting to order at 7:02 p.m. Site Selection Chair Jean Therriault reviewed the purpose of this special meeting which is to eliminate two of the four sites that had been identified at Hillside for a potential new library and potential senior center. He then introduced Chuck Budnick and Paul Minor from Cabco Consult who reviewed their research on each site.

All four sites had been researched, onsite soil tests had been performed at each site, and site plans for each site had been prepared. It was recommended that Site C (next to the Police Station) be eliminated because of its probable encroachment on the parking and sports/recreation areas and limited space due to rights of way. It was also recommended that Site D (at Rt. 70) be eliminated because of the limited workable area, the probable widening of the drive to Hillside, and the required setbacks.

The remainder of the meeting was focused on Site A (next to the Municipal Office Building) and Site B (at the top of the hill beyond the Municipal Office Building).

It was moved and seconded to eliminate Sites C and D from further study for the reasons cited and to concentrate the remaining effort on Sites A and B. This recommendation was passed unanimously.

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Susan A. Therriault

S·T·R·A·T·E·G·Y

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Agenda
Wednesday, August 9, 2006, 7:00 p.m.

Call to Order

Approval of Minutes of July 12, 2006

Correspondence:
Warrant schedule for Special Town Meeting of October 16th

Treasurer's Report

Director's Report
Ledgers prepared for FY'07 financial records
Construction account: $287,656.48 sent to MBLC, $30,378.05 remains
Inventory of Hillside maps, etc., prepared
Maps, plans and Bryan study copies given to Cabco
Hale, Maguire, Best-Joslin notified of choice for site study

Old Business
Report of status of Hillside site study
Plans for September 6th book-signing at library

New Business
Preparation of place-holder article for October warrant
Selectmen to appoint library building re-use committee

Adjourn

Attachments:
Minutes of July 12, 2006
Librarian's report
"Status of Engineering Study"
Bank statement of Library Construction Account
Letter to Selectmen on book-signing by Sarah Scheinfein
Centralities

S·T·R·A·T·E·G·Y

BOYLSTON PUBLIC LIBRARY
Board of Trustees Meeting
Wednesday, August 9, 2006, 7:00 p. m.

Attendees: Ken Linell, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Karen Prince, Jean Therriault, Pat Brissette

Call to order: The meeting was called to order at 7:00 p.m.

Approval of minutes: Motion was made and seconded to approve the minutes of July 12, 2006. Approved.

Treasurer's report: Angelo Scola gave the treasurer's report. There is currently $6262.50 is in the account – no activity. Motion made and seconded to approve the report. Approved

Correspondence:
Warrant schedule of Special Town Meeting of Monday, October 16th

Monday, Aug. 7th – Warrant Opens for submission of articles

Monday, August 28 – Warrant Closes at 12:00 noon

Monday, October 16 –Special Town Meeting, 7:00 at Tahanto H. S. auditorium

Monday, October 25 – election for Selectman's vacancy, to May, 2007

Director's report: Nick Langhart

- Ledgers prepared for FY '07 financial records - routine
- Construction account update, $287,656.48 sent to MBLC, $30,378.05 remains.
- Inventory of Hillside maps, etc., prepared.
- Maps, plans and Bryan study copies given to Cabco on July 26th.
- Hale, Maguire, Best-Joslin notified of choice for Site Study
- Book signing, September 6th , 6:30 to 8 p.m.– Sarah Scheinfein's letter to Selectmen is enclosed in packet. The Friends would like to serve wine and have applied for permit with sign-off from police and fire chief.

Old Business:
Report on status of Hillside Site Study – Jean, Sue, Ken and Nick met today with Chuck Budnick and Paul Minor, architect. Good meeting. 4 sites being looked at: bottom of driveway at Rt. 70 and 3 sites at municipal cluster. Work done includes perk testing, utilities location, access issues, septic locations, wetlands and parking potential. There was discussion of the implications of the wellhead protection district regulations. We are on schedule for mid-term meeting on Wednesday, August 16th at 7:00 p.m. at Hillside. Mr. Budnick will present the pros & cons of each site for the Site Committee and Trustees. We then hope to reduce selection to 2 sites for deeper study. Mr. Budnick

recommended Site C (behind police station) be eliminated because of poor access and the need to replace too much parking area. The space limitations of Site D were examined in light of the need to widen the access drive and the probable imposition of a 50' setback along it as well, while its north side is limited by the utility lines going up to the Hillside buildings. Site A is tightly hemmed in between the Municipal Office Building and the Shell Oil Co. underground pipeline easement. Site B is still under study. Cabco's final report will be presented to the Committee and Trustees at a special meeting on September 6th.
Discussion followed on other possible sites, including the soccer fields and along Elmwood Drive.

New Business
We need to prepare a place-holder article for the Town Meeting warrant. Nick and Sue will write and send it to Sue Olsen by the 28th.

At Monday night's Selectmen's meeting a Library (building) Reuse Committee was named with Selectman Roger Deal as Chair. Other members will be a library trustee (Marcia Priestley), a FinComm/Capital Planning member (Herb Cronin), a Historic District Commission member (Bruce Symonds) and a realtor. Marcia will report on this committee at the next Board meeting.

Meeting adjourned at 8: 12 p.m.

Respectfully submitted,
Marcia Priestley, secretary

Nick Langhart

From: Susan Therriault [susan_therriault@msn.com]

Sent: Friday, July 28, 2006 8:39 AM

To: Jean Therriault; Angelo Scola; Cathy Richard; Ken Linell; Letty Ridinger; Marcia A. Priestley; Nick Langhart

Subject: Re: Special Town Meeting and Special Town Election Notices

Thanks, Nick, for forwarding right away. Please put this item on our agenda for the regular August Trustees meeting. We probably won't be ready to put together a recommendation but will need to put through a placeholder article on the warrant.

FYI to everyone.....Because the contract negotiations with Cabco took an extra week, we will probably need to push out the engagement another week. Therefore, we probably won't have the final report from Cabco until on/around Sept 6 with our meeting with the Selectmen on the following Monday, Sept 11.

Thanks,
Sue T

----- Original Message -----
From: Nick Langhart
To: Jean Therriault ; Angelo Scola ; Cathy Richard ; Ken Linell ; Letty Ridinger ; Marcia A. Priestley ; Susan Therriault
Sent: Thursday, July 27, 2006 5:36 PM
Subject: FW: Special Town Meeting and Special Town Election Notices

All, I wanted you to see this asap, just came in today, Friday, 7/27/06
Nick

-----Original Message-----
From: Suzanne Olsen [mailto:solsen@boylston-ma.gov]
Sent: Thursday, July 27, 2006 5:06 PM
To: Tony Sahagian; Karen Barber; Nick Langhart; Karen McGahie; cdklosen@charter.net; Dave Butler; Eric Brose; Helen Duffy; Herb Cronin; 'Sandy Bourassa'; Dan Haynes; Ellen McKay; Jane Meegan; Joe Daigneault; Ken Goodwin; Lori Esposito; Mel ConCom Rich; Bill (work) Filsinger; Bill Filsinger; Chip Burkhardt; Dennis Costello; Gary Harrington; j.flanagan.firedept@boylston-ma.gov; Joe McGrath; Lorie Martiska; Margo Richardson (m.richardson.assessadmin@boylston-ma.gov); Mark Bertonassi; Melanie Rich - Board of Health; Pauline Berard; Teresa Prunier; Rick Baker; Daunielle McNeil; Howard Drobner; Larry Solomini; rduffy1@charter.net; Marcia Lukon; Ginny McNellen; John Roy; Vincent Perrone; Kathy Buchanan; Roger Deal
Cc: Greg Angelini; Dennis Pojani; Jim Stanton
Subject: Special Town Meeting and Special Town Election Notices
Importance: High

HI all:

Date: July 27, 2006

S·T·R·A·T·E·G·Y

MEMO TO: All Town Officials, Departments, Boards and Committees

RE: Special Town Meeting Notice

The following is the warrant schedule for a Special Town Meeting which will be held on Monday, October 16, 2006, at Tahanto Regional High School Auditorium at 7:00PM:

. Monday, 8/7/06 Warrant opens for submission of articles
. Monday, 8/28/06 Warrant closes - all warrant articles are to be submitted to the Selectmen's office by 12 noon.

The Selectmen will not consider approval of money articles that would impact the setting of the tax rate.

It is preferred that articles for warrant be submitted electronically, if possible, to the Administrative Assistant to the Board of Selectmen at this address: lesposito@boylston-ma.gov.

Reminder: The Select Board has called a Special Town Election to fill a vacancy for the balance of an unexpired term on the Board of Selectmen. The term of office will be until the next annual election in May of 2007.

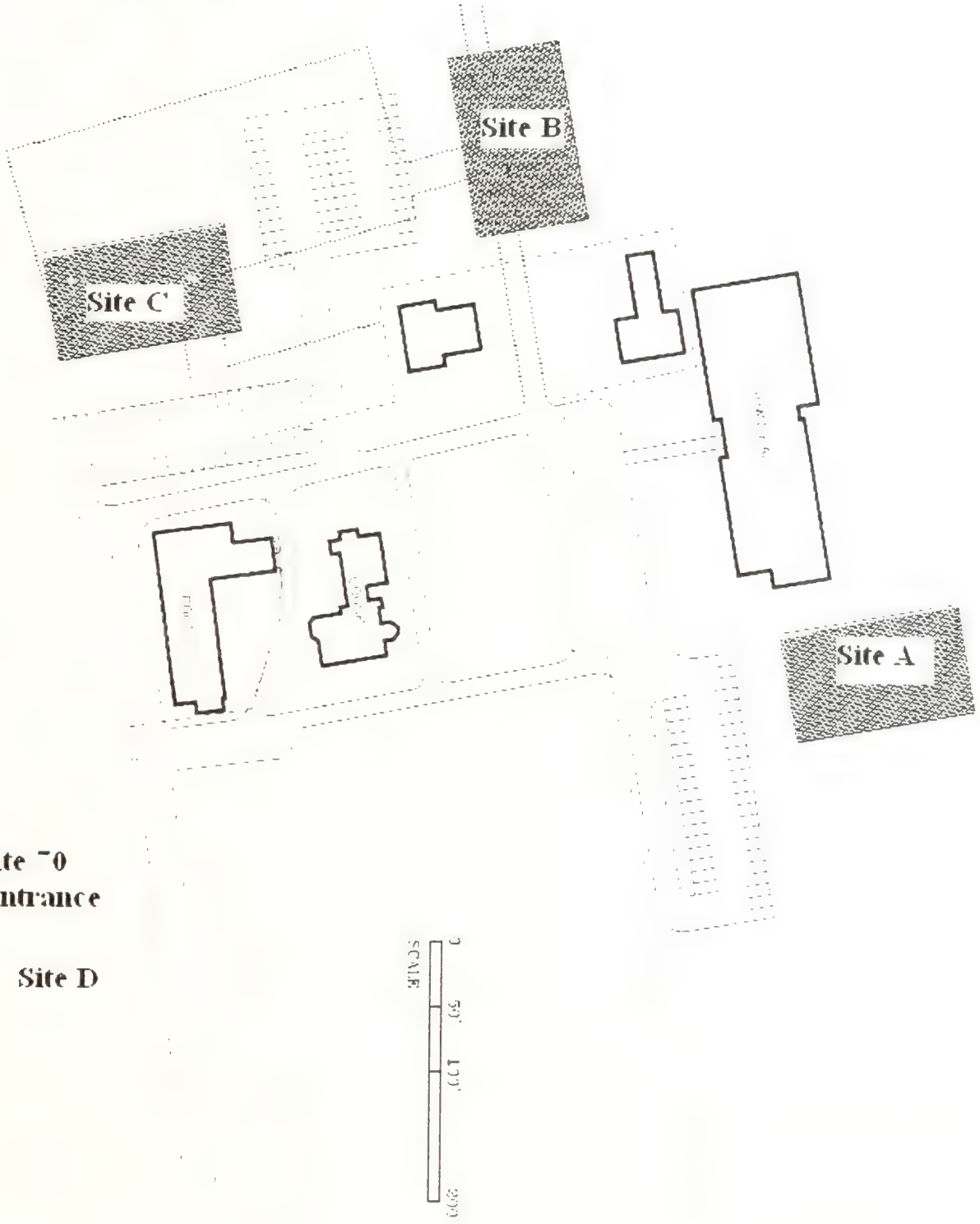
Nomination papers are available in the Town Clerk's Office. The election is date is ~~Monday~~ wed, October 25, 2006.

Thank you,
Sue

Sue Olsen
Town Administrator
Town of Boylston
(p)508-869-0143
(f)508-869-6170

S·T·R·A·T·E·G·Y

Four Hillside Sites under review by Selection Committee



8/9/06 BOT mtg Notes

SJ
NS
N
MP
LR
CR
KW
JT
Kevin Prince

~~Minutes~~ 7/12/06 approved
Warrants dated
Treas No Action, $262.50
Dir's
Book Signing 6:30-8:00 9/6
Status of Hillside study
4 sites. perk, soil, easements, utilities, septic access, pkg, potential wetlands,
zoning checked by CABCO HS wellhead protection overlay dist:
15% limit on headspace / site
midterm 8/16 7:00 pm - Joint w/ Site Selection + BOT, HILLSIDE
today's mtg: delete site "C" was recco

~~→~~ add Lowe on PP mtg
Desc of Site "D", utility easements or replace
Desc of Site A, additional sites?

→ Post 9/6 7:00 mtg

MP - why soccer fields off limits?

1) Next wk mtg to 4 sites
2) SC to meet w/ reps of Sites
3) Weekly mtgs w/ CABCO
4) No viable? maybe take-out
5) 9/6 study done: make informed decision

D ST & NL prep article for warrant
Selectmen Rptd Lib reuse Comm - R. Deed, fin com/cap Plg, Hist Dc (Sparks)
BIT, Realtor (5 members)
MP

→ Next Mtg: MP to report on Lib Bldg reuse comtte

Boost enthusiasm and excitement about starting school

with...

English & Spanish
DVD or VHS

School Library Journal Review

Kindergarten, Here I Come! DVD or VHS. color, 18 min. with teacher's guide. Educational Productions. 2006. [illegible] in Spanish. PreS—Perfect [illegible] to kindergarten. *Kindergarten, Here I Come!* [illegible] provides fun-filled visits to several classrooms in Portland (Or.) and elsewhere. Multiethnic kindergartners are shown [illegible] kindergarten, [illegible] to kindergarten and their teachers. Youngsters are shown in class saying numbers in Spanish and reciting the alphabet. We see kids in the garden, on the playground, at circle time, at snack as well as hear their daily [illegible] activities such as dancing, singing, and [illegible]. The complete [illegible] adult helpers in the school and how the children benefit from the [illegible]. The video also shows the potential [illegible] the school day. Although [illegible] videos will be updated that kindergarten [illegible] new learning experiences and [illegible] need. A helpful addition to public libraries for parents of youngsters about to enter kindergarten and for preschools to show to their graduating class of about to be kindergarteners. —*Lynn Evarts, Public Library of Nashville and Davidson County, TN*

Call 1-800-950-4949 for more info or visit www.edpro.com to:

- Read a detailed description
- View clips from the video
- Download:
  - Discussion Guide
  - Script from the video
  - Performance Standards
- Available in English & Spanish

Buy the video in both English & Spanish and get the FREE BOOK, $19.99 value
Look Out Kindergarten, here I Come!
[illegible] both English & Spanish

Special Library Price-$99
(normally $125) plus S&H

Check out our new
Matching Grants Program
Apply now and save!
Download the simple 2-page application from www.edpro.com or give us a call at 800-950-4949
Submission deadline September 29, 2006

EDUCATIONAL PRODUCTIONS

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]
Sent: Wednesday, July 12, 2006 11:51 AM
To: Sarah Scheinfein; Jean Therriault; Angelo Scola; Cathy Richard; Ken Linell; Letty Ridinger; Marcia A. Priestley; Susan Therriault
Subject: Joint Trustees, Foundation, Friends Meeting Agenda for Wednesday, July 12

BOYLSTON PUBLIC LIBRARY
Joint Meeting Agenda
of
Board of Trustees, Foundation Board, Friends of the Library
Wednesday, July 12, 2006, 7:00 p.m

Call to Order

Approval of minutes of June 14, 2006

Correspondence
From Sue Olsen: "Use of Town's Legal Counsel"
Resignation of Selectman Frank Reale

Report from Foundation

Report from Friends

Director's report
Fiscal year-end
June 21 Briefing/site walk and follow-up
Thank you to Jean Therriault and Fran Brisette for A/C purchase

Old Business
Disposition of MBLC grant funds, response to Rob Maier's '2 options'

New Business
Recommendation of Cabco for Hillside site study from Selection Comm
Cabco Contract process: drafting, counsel approval, signing
Book signing event in September

Adjournment

Attachments:
Minutes of June 14, 2006
FY'06 Salaries & Wages
FY'06 Expenses
Librarian's report for June
Children's Room report

BOYLSTON

SCHEDULE OF DEPARTMENTAL PAYMENTS TO TREASURER

____ DEPARTMENT _____ DATE _____

FROM WHOM	SOURCE	AMOUNT
	TOTAL	$

___ DATE _____

To the Departmental Officer making the Payment:

Received of _____ ,

the sum of _____ DOLLARS

for the _____ ending _____ for collections

as per schedule of this date, filed in my office.

_____

Treasurer of Boylston

BOYLSTON PUBLIC LIBRARY
Meeting Minutes
of the Joint Meeting of the
Board of Trustees, Foundation Board, and Friends of the Library
Wednesday, July 12, 2006, 7:00 p. m.

Attendees: Ken Linell, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Karen Prince, Jean Therriault, Sara Scheinfein, Jen McGrath, Pat Brissette

Call to order: The meeting was called to order at 7:01p.m.

Approval of minutes: Motion was made and seconded to approve the minutes of June 14, 2006. Approved.

Report from Friends – Sara Scheinfein – Memorial Day netted $2174 – from kids fair, book sale, tag sale. Purchased 25 passes to Broad Meadow Brook--6 people admitted free of charge per pass, and they are one time use only. Information packets will be given out with new library card. Friends helping Friends (program to deliver library materials to the house-bound) - one family has signed up. Working with Jean Therriault to get info to school. First Friends meeting in fall is Sept. 7.

Jen McGrath – New town program on web site (ednets.com) It should be up and running in August. Friend's schedule: a picnic today was rained out. Dream Day next week; July 25: Hot Fudge Sundae Day, 1 p.m. Other plans: PJ's and a book; tour police station; tour fire station, also Popcorn day.

Book signing and presentation: *The Art of Uncontrolled Flight* – author, Kim Ponders, would like to come to library in September to talk about her new book. Wednesday, Sept. 6 at 6:30 p.m. is the tentative date.

Report from Foundation – Pat Brissette – Memorial Day the Foundation handed out 125 balloons. Feedback was good so it will be ongoing. Flyers were available for info. Fran Brissette surveyed townspeople about a new library building's possible sites. Main thrust of the responses was to just get it done. No negative feedback. Tried to push "In the Loop." Next activity is the annual meeting in October.

Treasurer's report: Angelo Scola gave the treasurer's report. There is currently $6261.90 is in the account with no activity this month. Motion made and seconded to approve the report. Approved

Director's report: Nick Langhart

Correspondence - Sue Olsen: "Use of Town's Legal Counsel" – protocol for availing oneself of Town Counsel's services. Essentially, Greg Angelini wants to hear requests

S·T·R·A·T·E·G·Y

only from chairs of elected boards and committees (such as Sue Therriault). All others, such as chairs of appointed boards and committees, department heads and others, must communicate through Sue Olsen, Town Administrator.

Resignation of Selectman Frank Reale – An email was received from Sue Olsen Tuesday morning. An election to fill the position is planned for the fall.

Nick read a thank-you note from Stephen Hale Architects, Inc for interview for site feasibility study.

Fiscal year-end –a breakdown of wages and expenses for FY'06 in Excel is included in the attachments packet.

Briefing/site walk and follow-up: 10 firms were represented at the briefing and site walk held at Hillside on June 21. Five proposals submitted on June 28. The Site Selection Committee held interviews Monday and Tuesday nights, July 10 and 11. Thank you to Jean Therriault for all his work preparing the RFP.

Thank you to Jean Therriault and Fran Brissette for air conditioners purchased on July 1st. Ken Goodwin (maintenance for town) helped to remove the old units.

Old Business:
Disposition of MBLC grant funds, response to Rob Maier's '2 options' letter of May 9th–
1st option, return full amount of payment ($493,842.00) and retain our eligibility for future rounds.
Option 2 – town retains the expended grant funds and returns the difference (287,656.48 according to our records). We would not be eligible to reapply until 2021. Discussions with Selectmen have been ambiguous. They are awaiting Counsel's opinion regarding the transferability of the September, 2003 debt exclusion vote to the new project.

Jim Stanton's position is we don't want to pay back the full amount (i.e. we do not have the $206,158.52 already spent available to return).

Nick had asked Anne Larsen when we would have to pay back the grant to the MBLC since we couldn't send back the full amount until after May 2007 because it requires a vote at an Annual Town Meeting. After talking to Rob Maier, Anne Larsen said we can send back what we have not spent now and wait until May, 2007 to make a decision on whether we choose Option 1 or 2.

But Town Administrator Sue Olsen said now $317,414.93is held in the separate MBLC account according to the Town Treasurer Ellen McKay. Discussion followed on how much should be returned and whether it would include accrued interest.

Motion made to have Sue Therriault draft a letter for Jim Stanton to send to Rob Maier (director, MBLC) that we will return the unexpended funds promptly and we accept the

S·T·R·A·T·E·G·Y

generous offer to return the spent funds after approval at Town Meeting in May 2007. Motion seconded and approved.

Repair of slate roof – estimate $600. We have asked Bernard for estimate for just the damage from Sue Moore's tree that fell last February. We need to put Nick's letter to Sue Moore on record with the town.

New Business

The recommendation of the Site Selection Committee was to select Cabco Consult of Clinton for the Hillside site study. Sue gave the background. Site Selection Committee: Sue Olsen, Dennis Goguen, Jean and Sue Therriault, Nick Langhart, Angelo Scola, Ken Linell, Marcia Priestley. We used a standardized form for evaluating proposals for selection. Four firms were interviewed and then reduced to 2 – one architectural firm, 1 engineering firm. The engineering firm, Cabco, was chosen. They will field multiple teams in order to meet the August 30 deadline. Jean thanked the committee for their thoroughness.

Motion made and seconded to approve Cabco Consult to do site study pending successful negotiation of a contract. If a contract cannot be negotiated with Cabco, then the Site Selection Committee had agreed to go to the second firm. Approved.

Jean Therriault received a 'boilerplate' contract from town counsel to use for the Cabco contract. The RFP and Cabco's proposal will be included in the contract as "working documents." Town counsel must approve the contract. We need to know who will negotiate and sign the contract. Cabco has offered to start work with a letter of intent until the contract is signed.

Letty brought up the possibility of using our current building and starting from scratch here. Discussion followed.

Meeting adjourned at 8:40 p.m.

Respectfully submitted,
Marcia Priestley, secretary

S·T·R·A·T·E·G·Y

BOYLSTON PUBLIC LIBRARY
Meeting Minutes
of the Joint Meeting of the
Board of Trustees, Foundation Board and Friends of the Library
Wednesday, July 12, 2006, 7:00 p.m.

Attendees: Ken Linell, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Karen Prince, Jean Therriault, Sara Scheinfein, Jen McGrath, and Pat Brissette

Call to order: The meeting was called to order at 7:01p.m.

Approval of minutes: Motion was made and seconded to approve the minutes of June 14, 2006. Approved.

Report from Friends – Sara Sheinfein – Memorial Day netted $2174 – from kids fair, book sale, tag sale. Purchased 25 passes to Broad Meadow Brook--6 people admitted free of charge per pass, and they are one-time use only. Information packets will be given out with new Library Card. Friends helping Friends (program to deliver library materials to the house-bound) – one family has signed up. Working with Jean Therriault to get info to school. First Friends meeting in fall is Sept. 7.

Jen McGrath – New town program on web site (ednets.com). It should be up and running in August. Friend's schedule: a picnic today was rained out. Dream Day next week; July 25: Hot Fudge Sundae Day, 1 p.m. Other plans: PJ's and a book; tour police station; tour fire station, also Popcorn day.

Book signing and presentation: *The Art of Uncontrolled Flight* – author Kim Ponders would like to come to library in September to talk about her new book. Wednesday, Sept. 6 at 6:30 p.m. is the tentative date.

Report from Foundation – Pat Brissette – Memorial Day the Foundation handed out 125 balloons. Feedback was good so it will be ongoing. Flyers were available for info. Fran Brisette surveyed townspeople about a new library building's possible sites. Main thrust of the responses was to just get it done. No negative feedback. Tried to push "In the Loop." Next activity is the annual meeting in October.

Treasurer's report: Angelo Scola gave the treasurer's report. There is currently $6261.90 is in the account with no activity this month. Motion made and seconded to approve the report. Approved.

Director's report: Nick Langhart

Correspondence - Sue Olsen: "Use of Town's Legal Counsel" – protocol for availing oneself of Town Counsel's services. Essentially, Greg Angelini wants to hear requests

S·T·R·A·T·E·G·Y

only from chairs of elected boards and committees (such as Sue Therriault). All others, such as chairs of appointed boards and committees, department heads and others, must communicate through Sue Olsen, Town Administrator.

Resignation of Selectman Frank Reale – An email was received from Sue Olsen Tuesday morning. An election to fill the position is planned for the fall.

Nick read a thank-you note from Stephen Hale Architects, Inc for interview for site feasibility study.

Fiscal year-end – a breakdown of wages and expenses for FY '06 in Excel is included in the attachments packet.

Briefing/site walk and follow-up: 10 firms were represented at the briefing and site walk held at Hillside on June 21. Five proposals were submitted on June 28. The Site Selection Committee held interviews Monday and Tuesday nights, July 10 and 11. Thank you to Jean Therriault for all his working preparing the RFP.

Thank you to Jean Therriault and Fran Brisette for air conditioners purchased on July 1. Ken Goodwin (maintenance for town) helped to remove the old units.

Old Business:
Disposition of MBLC grant funds, response to Rob Maier's '2 options' letter of May 9th – 1st option, return full amount of payment ($493,842.00) and retain our eligibility for future rounds.
Option 2 – town retains the expended grant funds and returns the difference ($287,656.48 according to our records). We would not be eligible to re-apply until 2021. Discussions with Selectmen have been ambiguous. They are awaiting Counsel's opinion regarding the transferability of the September, 2003 debt exclusion vote to the new project.

Jim Stanton's position is we don't want to pay back the full amount (i.e. we do not have the $206,158.52 already spent available to return).

Nick had asked Anne Larsen when we would have to pay back the grant to the MBLC since we couldn't send back full amount until after May 2007 because it requires a vote at an Annual Town Meeting. After talking with Rob Maier, Ann Larsen said we can send back what we have not spent now and wait until May, 2007 to make a decision on whether we choose Option 1 or 2.

But Town Administrator Sue Olsen said now $317,414.93 is held in the separate MBLC account according to the Town Treasurer Ellen McKay. Discussion followed on how much should be returned and whether it would include accrued interest.

Motion made to have Sue Therriault draft a letter for Jim Stanton to send to Rob Maier (director, MBLC) that we will return the unexpended funds promptly and we accept the

S·T·R·A·T·E·G·Y

generous offer to return the spent funds after approval at Town Meeting in May 2007. Motion seconded and approved.

Repair of slate roof – estimate $600. We have asked Bernard for estimate for just the damage from Sue Moore's tree that fell last February. We need to put Nick's letter to Sue Moore on record with the town.

New Business

The recommendation of the Site Study Committee was to select Cabco Consult of Clinton for the Hillside site study. Sue gave the background. Site Study Committeee: Sue Olsen, Dennis Goguen, Jean and Sue Therriault, Nick Langhart, Angelo Scola, Ken Linell, Marcia Priestley. We used a standardized form for evaluating proposals for selection. Four firms were interviewed and then reduced to two – one architectural firm, 1 engineering firm. The engineering firm, Cabco, was chosen. They will field multiple teams in order to meet the August 30 deadline. Jean thanked the Committee for their thoroughness.

Motion made and seconded to approve Cabco Consult to do site study. Approved.

Jean Therriault received a 'boilerplate' contract from town counsel to use for the Cabco contract. The RFP and Cabco's proposal will be included in the contract as "working documents." Town counsel must approve the contract. We need to know who will negotiate and sign the contract. Cabco has offered to start work with a letter of intent until the contract is signed.

Letty brought up possibility for using our current building and starting from scratch here. Discussion followed.

Meeting adjourned at 8:40 p.m.

Respectfully submitted,
Marcia Priestley, Secretary

S·T·R·A·T·E·G·Y

meeting Notes

Joint BOT, Fair Friends

7/12/06

Friends report - Sarah meets Sept 7 for Fall

Wed 9/6 Kim Pendleton

Fair report - Pat B

mayl Tom mtg. Monday 12:5

Exon B's survey work. 47 in the loop members, now 59

$6261.90

re B

re Misc options

→ Fund from Trees [illegible]

→ letter for JS re [illegible]

→ Write out Tree resolution

Consent to ST for GF

(Conduit Demand for specific)

NB

ST on Cabo choice.

→ copy of Bryan for Paul Minor

MLA
MASSACHUSETTS
LIBRARY
ASSOCIATION

Dear Nicholas,

Your name is missing from MLA's membership list of public library directors. We hope you will remedy that and join MLA right away.

The Massachusetts Library Association is the voice of public libraries in Massachusetts. In these difficult fiscal times we need to strengthen that voice with the power of the 370 public libraries in the Commonwealth.

If you received funds to build a new building or add on to your existing one, you have MLA to thank in part for this. We hope you will join MLA today to help others share in your good fortune.

MLA advocates for your library and all the others in the State House. Whenever the funding for libraries has been threatened, MLA has been there mobilizing members to take action. The recent addition of the CapWiz legislative e-mail service (www.masslib.org) has put another valuable advocacy tool in the hands of the membership.

MLA's Membership committee has taken on the goal of increasing MLA's membership by 25%. Please help us achieve this by joining MLA right away and encouraging your staff to do the same.

We all look forward to better fiscal times. With MLA's help we will achieve this.

Sincerely,

Margaret Cardello

Margaret Cardello
Co-Chair, Membership Committee

Tom Gilchrist

Tom Gilchrist
Co-Chair, Membership Committee

P.O. Box 1445 Marston Mills, MA 02648
Telephone / Fax (508) 428-5865
www.masslib.org

TOWN OF BOYLSTON
221 MAIN STREET
BOYLSTON, MA 01505

THE OFFICE OF THE
TOWN ADMINISTRATOR
Suzanne C. Olsen

TO: All Town Departments

FROM: Sue Olsen

June 15, 2006

RE: Use of Town's Legal Counsel

The Selectmen asked me to remind all elected and appointed personnel, board and committee members of the long standing municipal protocol with respect to availing oneself of Town Counsel's services:

- **Protocol is as follows**:
  - **Elected**
    Individuals (i.e. Town Clerk) and Boards and Committees chairmen only may contact legal counsel directly, with notice to the Town Administrator of context.
  - **Appointed**
    Individuals, Boards and Committees (chairmen only) must go through the Town Administrator with their need for discussion with counsel.
    - The Town Administrator will contact Counsel in the committee's behalf.
- There should be no other contact with Legal Counsel unless it is initiated by him/her and then also keeping the Town Administrator informed.

508/869-0143 • FAX: 508/869-6170
EMAIL- S.OLSEN.TOWNADMINISTRATOR@BOYLSTON-MA.GOV

Nick Langhart

To: Board of Trustees
Subject: Trustees meeting agenda for Wednesday, June 14

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Agenda
Wednesday, June 14, 2006, 7:00 p.m.

Call to Order

Approval of minutes of May 10, 2006

Treasurer's report

Director's report
- Library:
  - Memorial Day: Income, TY's, informal survey
  - Plan to sell rare books on eBay
  - End-of Year budget/expenses
  - Personnel evaluations delivered to S.O. June 8
- Building:
  - Some Hillside documents found
  - Site study RFP distribution begun today
  - 3 more libraries added to 'must see' list
  - Attic fan motor to be replaced

Old Business
- Discussion of MBLC letter of May 9, 2006

New Business
- BOT meeting calendar for FY'07
- Election of Officers for FY'07
- Appoint Site Study Committee
- Adopt site Study Timetable

Attachments:
- Minutes of May 10, 2006
- Librarian's report for May
- Report to MBLC for April
- Children's Room report
- Centralities

responsibilities of the position with discretion and confidentiality.
Comments:

FACTOR

RATING

1

2 3 4

5 **Initiative and Time Management - Self-starter. ability to work independently without detailed instructions; efficient utilization of time, equipment and work methods.**
Comments:

6 **Quality Service and Communication Skills - Is acutely conscious of responsibilities to serve the public and/or other town employees; effectiveness communicating information about programs, policies, resources and procedures, as needed.**
Comments:

PART TWO -OVERALL PERFORMANCE RATING

Weigh the factors most important to performance and mark the appropriate box.

1. **Unacceptable** Achievements do not meet the position's key objectives or requirements.
Termination of employment is recommended.

Nick Langhart

From: Nick Langhart [nlanghart@boylston-ma.gov]
Sent: Friday, June 09, 2006 5:29 PM
To: Angelo Scola; Cathy Richard; Ken Linell; Letty Ridinger; Marcia A. Priestley; Susan Therriault
Subject: Trustees meeting agenda for Wednesday, June 14

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Agenda
Wednesday, June 14, 2006, 7:00 p.m.

Call to Order

Approval of minutes of May 10, 2006

Treasurer's report

Director's report
- Library:
  - Memorial Day: Income, TY's, informal survey
  - Plan to sell rare books on eBay
  - End-of Year budget/expenses
  - Personnel evaluations delivered to S.O. June 8
- Building:
  - Some Hillside documents found
  - Site study RFP distribution begun today
  - 3 more libraries added to 'must see' list
  - Attic fan motor to be replaced

Old Business

New Business
- BOT meeting calendar for FY'07
- Election of Officers for FY'07
- Appoint Site Study Committee
- Adopt Site Study Timetable

Attachments:
- Minutes of May 10, 2006
- Librarian's report for May
- Report to MBLC for April
- Children's Room report
- Centralities

I. Goal Accomplishment: **Comment here on accomplishment of goals established at last evaluation or for goals established during last 6 months.**
Comments:

FACTORS J THROUGH M ARE TO BE COMPLETED FOR STAFF WITH SUPERVISORY AND/OR HIRING RESPONSIBILITY

J. Affirmative Action/Equal Opportunity: **Awareness of and support of Affirmative Action/Equal Opportunity principles.**
Comments:

K. Organizing and Delegating: **Organizing work and delegating authority in unit; ensuring effective coordination of subordinate units, supervisors, and employees.**
Comments:

L. Developing People: **Selection; training and counseling; measuring performance and taking constructive action; developing qualified successors.**
Comments:

M. Leadership: **Motivating subordinates to work in harmony for unit goals and objectives; responsiveness to work climate; ability to gain confidence and respect.**
Comments:

BOYLSTON PUBLIC LIBRARY
Board of Trustees Meeting Minutes
Wednesday, June 14, 2006, 7:00 p.m.

Attendees: Ken Linell, Marcia Priestley, Cathy Richard, Letty Ridinger, Sue Therriault, and Nick Langhart, Director.

Guests: Karen Prince, Jean Therriault, and Sue Moore

Call to order: The meeting was called to order at 7:00 p.m.

Approval of minutes: Motion was made and seconded to approve the minutes of May 10, 2006. Approved.

Treasurer's report: Angelo Scola is attending his uncle's funeral. Sue reported $6261.42 is in the account – no activity during this month. Motion made and seconded to approve the report. Approved

Director's report: Nick Langhart
Library:
Memorial Day: Income – Friends report that they made $2156 for all activities (book sale, tag sale, kid's fair, etc.) Nick sent out thank-you notes to all for their efforts.

Results of informal Memorial Day library site questionaire – People wanted a new library, SOON. Not many mentioned a specific site. Funding was not brought up as an issue. There may have been about 25-30 responses. Thanks to Fran Brissette for doing this.

Plan to sell rare books on eBay – Jean Therriault and Nick are planning to meet with Wendy Lonstein and Judy Friebert who has archival experience. We're trying to set up something to help us with this.

End-of-Year budget/expenses. Very close to budget on wages and salaries. Expenses will end "on the mark." as the Tinetrix bill can be split between FY '06 and FY'07. Personnel evaluations were delivered to Sue Olsen June 8. Nick's will be delivered on June 15.

Building:
Some Hillside documents have been found by Ken and Angelo at Town Hall dating from Digital occupancy in the late '80s. Sue T. found more there from the eminant domain taking (c. '94). These will be made available to the site survey firm when selected. Ken has requested additional material from the Daylor Consulting's archives.

The site study RFP appeared in the Central Register today as well as in the T&G where it will also be published on the 16th and 18th. Greg Angelini reviewed and complemented

TOWN OF BOYLSTON

EMPLOYEE PAY CHANGE REQUEST FORM

EMPLOYEE NAME: _____

DEPARTMENT: _____ SUPERVISOR: _____

JOB TITLE: _____ DATE OF HIRE: _____

HOURS PER WEEK: _____ DATE OF REVIEW: _____

SALARY SCHEDULE PAY RANGE. (From Personnel Plan) $ _____ - $ _____

CURRENT PAY RATE: $ _____

PROPOSED PAY RATE: $ _____

% OF INCREASE. _____

EFFECTIVE DATE: _____

SIGNATURES OF APPROVAL

SUPERVISOR/CHAIR: _____ Date: _____

BOARD OF SELECTMEN: _____ Date: _____

PERSONNEL BOARD: _____ Date: _____

TOWN ACCOUNTANT: _____ Date: _____

TOWN TREASURER: _____ Date: _____

Revised 08/98

the document. Nick thanked Ken, Sue and Jean for all of their work in drafting it. He has received 11 responses, mostly from architects, so far. The phone # on RFP will be changed. The time line is very aggressive to allow maximum work time before August 30th .

Nick has added 3 more libraries in New England to the "must see" list – now a total of 10. Names of library directors have been added to make visits easier. This revision is included in the attachments.

Attic fan motor to be replaced. Need ½ hp motor.

Old Business
Trustees will be meeting with Selectmen on June 19 at 8 p.m. – they will want our thoughts on the MBLC letter of May 9, 2006. Discussion of the two options proposed in the letter were discussed. Consensus of the trustees is to recommend option 2, pending further discussion with the Board of Selectmen.

New Business
Board of Trustees meeting calendar for FY '07 is included in attachments. Meetings will be the 2nd Wednesday of each month. Motion made and seconded to approve the calendar. Approved.

Appoint Site Study Committee – Sue recommends: Angelo Scola, Ken Linnell, Marcia Priestley, Sue Therriault, and Nick Langhart. In addition, we will try to get someone from the Foundation, the Building Inspector (Mark Bertonassi), someone from Selectman's office and someone from the Council on Aging. Motion made, seconded and approved to accept above committee.

The Site Study Timetable was reviewed- Trustees will email Sue with any comments.

Election of officers for FY '07 – Sue Therriault, Chair; Ken Linell, vice-chair; Angelo Scola, treasurer; Marcia Priestley, secretary. Motion made and seconded to approve slate of officers. Approved.

Meeting adjourned at 8:44 p.m.

Respectfully submitted,
Marcia Priestley, secretary

TOWN OF BOYLSTON

EMPLOYEE PAY CHANGE REQUEST FORM

EMPLOYEE NAME: _____

DEPARTMENT: _____ SUPERVISOR: _____

JOB TITLE: _____ DATE OF HIRE: _____

HOURS PER WEEK: _____ DATE OF REVIEW _____

SALARY SCHEDULE PAY RANGE. (From Personnel Plan) $ _____ - $ _____

CURRENT PAY RATE: $ _____

PROPOSED PAY RATE: $ _____

% OF INCREASE. _____

EFFECTIVE DATE: _____

SIGNATURES OF APPROVAL

SUPERVISOR/CHAIR: _____ Date: _____

BOARD OF SELECTMEN: _____ Date: _____

PERSONNEL BOARD: _____ Date: _____

TOWN ACCOUNTANT: _____ Date: _____

TOWN TREASURER: _____ Date: _____

Revised 08.98

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Agenda
Wednesday, May 10, 2006, 7:00 p.m.

Call to Order

Approval of Minutes of April 12, 2006

Treasurer's report

Director's report

Thank you to all involved with the Communication Committee and a special thanks to Jean Therriault, Chair

Thank you to all who turned out at Town Meeting to support article 34 and especially to those who were prepared to speak for us

Library:

- By-laws updated by Sue Therriault
- Audio-book give-away on April 21
- Personnel evaluations due June 1 to Town
- Plans for Memorial Day

Building:

- MBLC meeting of April 20
- Status of site survey RFQ
- Trustees meeting with Selectmen Monday, May 22, 7:00 p.m.
- 'Libraries To Look At'list

Old Business

Damage estimate from Moore's tree fall

New Business

Planning a schedule for new construction

Attachments:

- Minutes of April 12, 2006
- Librarian's report for April
- Report to MBLC for March
- Children's Room report
- 'Libraries To Look At'list
- "Tahanto, library buildings are on warrant...", Banner, 4/27/2006
- "Voters approve entire warrant", Banner, 5/4/2006
- Centralities

Nick Langhart

To: Board of Trustees
Subject: Trustees meeting agenda for Wednesday, May 10

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Agenda
Wednesday, May 10, 2006, 7:00 p.m.

Call to Order

Approval of Minutes of April 12, 2006

Treasurer's report

Director's report
- Thank you to all involved with the Communication Committee and a special thanks to Jean Therriault, Chair
- Thank you to all who turned out at Town Meeting to support article 34 and especially to those who were prepared to speak for us

Library:
- By-laws updated by Sue Therriault
- Audio-book give-away on April 21
- Personnel evaluations due June 1 to Town
- Plans for Memorial Day

Building:
- MBLC meeting of April 20 6 PM Utica or
- Status of site survey RFQ
- Trustees meeting with Selectmen Monday, May 22, 7:00 p.m.
- 'Libraries To Look At'list

Old Business
- Damage estimate from Moore's tree fall

New Business
- Planning a schedule for new construction

Attachments:
- Minutes of April 12, 2006
- Librarian's report for April
- Report to MBLC for March
- Children's Room report
- 'Libraries To Look At'list
- "Tahanto, library buildings are on warrant...", Banner, 4/27/2006
- "Voters approve entire warrant", Banner, 5/4/2006
- Centralities

Commonwealth of Massachusetts
Board of Library Commissioners

98 North Washington Street • Boston, Massachusetts 02114
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

MEMORANDUM

DATE: February 24, 2006

TO: Board of Library Commissioners; MA Public Library Directors; Regional Administrators & Staff; Network Administrators & Staff

FROM: The State Aid and Data Coordination Unit

RE: *Massachusetts Public Library Data -*
Financial Statistics Report, FY2005
Children's Services, 2005

Enclosed are recent reports in the ***Data for Massachusetts*** series. These reports are compiled from the **2005** data public library directors supplied on the Financial Report and the ARIS forms.

PDF versions of the reports will be available at:

http://mblc.state.ma.us/advisory/statistics/index.php

BOYLSTON PUBLIC LIBRARY
Board of Trustees Meeting Minutes
Wednesday, May 10, 2006, 7:00 p.m.

Attendees: Ken Linell, Marcia Priestley, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Jean Therriault, and Pat Brissette of the Foundation and Karen Prince

Call to order: The meeting was called to order at 7:01 p.m.

Approval of minutes: Motion was made and seconded to approve the minutes of April 12, 2006. Approved.

Treasurer's report: Angelo Scola said there is currently $6260.94 is in the account – no activity. Motion made and seconded to approve the report. Approved

Director's report: Nick Langhart
Congratulations to Sue Therriault and Letty Ridinger on re-election.

Thank you to all involved with the Communication Committee and a special thanks to Jean Therriault, Chair

Thank you to all who turned out at Town Meeting to support article 34 and especially to those who were prepared to speak for us.

Library:
The 1993 Trustee by-laws have been updated by Sue Therriault to reflect recently modified term limits. Copies were distributed at this meeting.

Audio-book giveaway on April 21. Paula invited librarians from the immediate area to come in and take what they needed of our older books-on-tape. West Boylston took most.

Personnel evaluations due June 1 to Town. We will have ours finished by May 25th.

Plans for Memorial Day – The Friends have been planning actively. Book Sale; Ken Ware is loaning his tent. Need adult volunteers to work on the 27th and the day of the sale and with the teens. Library will be open at 7:30 a.m. to get organized. Friends will be selling book bags and memberships. There will be a tag sale in the parking area. Teens will be involved and there will be activity on the whole property.

Building:
On April 20, Selectman Jim Stanton, Sue Olsen, Sue T., and Nick met with the MBLC in Boston as well as with Sen. Harriet Chandler and a representative from Rep. Naughton's office to discuss the future of the 2001 MBLC construction grant to Boylston designated

Top 10 Reasons why a New Library is good for Boylston

10. Library plants NOT automatically watered every time it rains

9. Reading room can finally be designated 'Overcoat Optional'

8. The model of the new library featured on eBay!

7. Two words: More DVD's!

6. They're not water stains, they're water COLORS!

5. No more ramp!

4. Weeding the collection no longer a weekly necessity

3. No more crossing your fingers every time you use the restroom!

2. A new carpet in the Children's room? But we just got a NEW old carpet!

1. More nooks, fewer crannies!

A New Library, priceless.....

Thank You for Your Continued Support!

for a planned addition to the existing library now that plans call for building on a site at Hillside. Jim Stanton asked that the grant be transferred to the new project (although that had been voted down by the MBLC in January). A letter that arrived today (May 10) from Rob Maier, director of the MBLC, outlining two options: 1) the Town returns the full amount of the first payment and remains eligible to participate in the MPLCP (both P & D and construction rounds), and as a special provision, should the library be awarded a construction grant in the future, "the [MBLC] would increase that grant award by the $206,186 that has been expended thus far..." 2) the Town retains the $206,186 and returns the unexpended $287,656 and "...would not be eligible to apply [to the MPLCP] until 2021." We need to discuss these options with the Selectmen when we meet with them on the 22nd.

Status of site feasibility survey RFP: Not much information is available at Town Hall. Jonathan Richmond gave Ken some suggestions for drafting the RFP, specifically, to hire an architect to consider all aspects of any site choice and who would sub-contract the site engineering work. The draft RFP should be shared with other local boards for suggestions. Nick will contact Ann Larsen for samples of past RFPs for site selection.

Sue T. suggested that the library undertake an informal survey of public preferences for a library site during Memorial Day activities. Nick will draw up a short form.

Nick discussed his "Libraries To Look At", a list of seven public libraries in New England that have been built new in the last 10 years and are the approximate size of what we intend to build. These will be visited and photos and floor plans acquired for design ideas.

Old Business

Damage estimate from Moore's tree fall of last February: Bernard Co. (slate roofers) estimated $600 to repair slate near the eaves. Sue Olsen suggested we go through Moore's insurance since the town has $1000 deductible. Nick sent a letter to Sue Moore on April 19th and on the 20th Sue asked for a written damage estimate. Nick sent the written estimate to Sue M. on May 5th and has not heard from her.

New Business

Planning a schedule for new construction: The Trustees will be meeting with the Selectmen Monday, May 22 at 7:00 p.m. and several more times during the summer months to discuss future plans in light of the passage of article 34 and the recent letter from the MBLC.

Meeting adjourned at 8:05 p.m.

Respectfully submitted,
Marcia Priestley, secretary

TOWN OF BOYLSTON
221 MAIN STREET
BOYLSTON, MA 01505

THE OFFICE OF THE
TOWN ADMINISTRATOR
Suzanne C. Olsen

Date: October 14, 2005

To: All Town employees

From: Sue Olsen

Re: Earned Vacation Time

As we approach the end of the calendar year 2005, please be reminded that any remaining vacation time must be used before the end of December. Our Personnel Policy does not allow vacation time to be carried over into another year.

Please see me if you have questions.

CC: Board of Selectmen
Personnel Board

508/869-0143 • FAX: 508/869-6170
EMAIL- BOYLSTONADMIN@CHARTER.NET

BET Notes

5/10/06

ST
LR
RS
MP
AL
JT
KP
PB

4/02 → Whitney/Clay to Bradley's name

Trees $6,260 qty

AL: JR to review RFP, notes from Bradley
get EIA architect's list, Hay sub the wetlands survey. - AL
Dave Bry and Sept. Epilepsy, on the Hillside, but not the survey - AL
→ Ask AL about dam liability line. had to meet sites owner - MP

→ use "List" for RFP requisites the g-t format (or call AL)
→ show RFP to Nadeth, PB, etc
→ Bury tests - see Hay, SC, etc
→ MP - talk to Jonathan on process for RFP, site assessment, review of approvals, etc - for 5/22
→ Do we want an RFP? yes
- Survey at Memorial Bay for wetlands clusters + other - stream value
- RFP - 1) get a copy of existing
mark Tree

Eng

Top 11 Reasons Why a New Library Building is Good for Boylston

11. Lots of room for kids to go zoom!
10. Plenty of seating to host your next meeting!
9. A much nicer place to meet face-to-face!
8. It's easy study with the help of your buddy!
7. Access is easy as easy can be!
6. It's a sure bet you can get on the Net!
5. We'll be around if the Town House falls down!
4. Catch up on the news and enjoy the great views!
3. Park your car without walking too far!
2. Seniors and groups can stay in the loop!
1. <u>First you'll be "WOWED" and then you'll be PROUD!</u>

BOYLSTON PUBLIC LIBRARY

<u>Vote YES on Article 34</u>

Town Meeting, May 1,
7 p.m. Tahanto

Thank You for Your Continued Support!

The Boylston Library Trustees, Foundation, Friends, and Supporters
Visit your library @ www.boystonlibrary.org

Libraries to Look At

A list of libraries that may offer design ideas for Boylston.

All these libraries are:
Public libraries serving small towns
Built since 1997
All-new construction (no additions to existing buildings)
Between 10,000 and 14,000 square feet

1) CONTOOCOOK, N.H.
Located 9 miles west of Concord, N.H. near I-89, exit 6
Opened in 1998 in a community of about 6,000, this 10,800 sq ft library was designed by Sheerr McCrystal Palson of New London, N.H. It was planned for 32,000 volumes. Project cost was $1,593,534, (construction cost was $1,101,216 for a cost of $102/sq ft., including the cost of a new site). It was funded by local taxation ($1,230,000) with $370,000 additional from fund-raising.

2) TYNGSBOROUGH, MA
Located on Rt. 113, 6 miles south of Nashua N.H. via Rt 3.
Opened in 1999 in a community of 11,387, this 11,400 sq ft library was designed by Belanger & Foley of North Chelmsford, MA. Its holdings are now 43,400. Seating capacity is 70, with parking for 88 cars. Project cost was $1,665,214, (construction cost was $1,417,466 for a cost of $124/sq ft). It was funded by local taxation ($814,753) supplemented by an MBLC grant of $799,390 with an additional $51,000 raised in gifts.

3) SHIRLEY, MA
Located north of Rt. 2 at exit 36, between Ayer and Leominster.
Opened in 1997 in a community of 7600, this 11,300 sq ft library was designed by Stahl Associates of Boston, (now Burt Hill Kosar Rittlemann Associates). Its holdings are now 39,600. Seating for 67, parking for 45 vehicles. Project cost was $1,811,408, partially funded by local taxation and an MBLC grant for $782,600. The library is part of a new municipal grouping that includes buildings for police and a town hall.

4) BOXBOROUGH, MA
Located east of Rt. I-495 at exit 28.
The Sargent Memorial Library was opened in 2005 in a community of 5044. The 12,000 sq ft library was designed by J. Stewart Roberts Associates, Somerville, MA. Its holdings are now 33,000, similar to Boylston's
Project cost was $3,754,866, (construction cost was $2,842,626 for a cost of $237/sq ft). It was funded by local taxation of $2,166,232 supplemented by an MBLC grant for $1,588,634. There was no significant private fundraising.

5) WRENTHAM, MA

Located north of I-495, exit 15 on Rt. 1A and Rt. 140.

Opened in 1997 in a community of 11,086, this 13,850 sq ft library was designed by Stahl Associates of Boston. Its holdings are now 55,540. Seating for 84, parking for 41 vehicles. Project cost was $2,461,235, supported by an MBLC construction grant of $1,059,494.

6) TRURO, MA

Located on lower Cape Cod, Rt. 6, north of Wellfleet and south of Provincetown.

Opened in 2000 in a community of 2180, this 11,800 sq ft library was designed by Stephen Hale & Associates of Boston. Its holdings are now 27,100. Project cost was $2,200,000, (construction was $1,650,000 for a cost/per sq ft of $140). It was funded by local taxation of $1,093,641 supplemented by an MBLC grant of $640,000 and $466,360 in private gifts.

7) EAST GRANBY, CT.

Located just west of Bradley International Airport on Rt. 20.

Opened in 2002 in a community of c.5000, this 12,000 sq ft library's designer was Best Joslin of Windsor, CT. Its holdings are about 39,000. Project cost was $2,744,621, (construction cost was $2,077,000 for a cost/sq ft of $173). It was funded by local taxation of $925,000, a state grant of 500,000 and the remainder ($1,319,621) was raised by private fund-raising and gifts.

May 9, 2006

Nick Langhart

To: Board of Trustees
Cc: Patricia Brissette; Sara Scheinfein
Subject: BPL Joint Trustees Meeting with Foundation and Friends agenda for April 12, 2006

BOYLSTON PUBLIC LIBRARY
Joint Meeting of the Board of Trustees
Boylston Public Library Foundation
Friends of the Boylston Public Library
Wednesday, April 12, 2006, 7:00 p.m.

MEETING AGENDA

Call to Order

Report of Foundation

Report of Friends

Approval of minutes of March 8, 2006

Treasurer's report

Correspondence:
MBLC sent $59 more for CY'06 state aid account

Director's Report:
Library Planning & Design Seminar at Harvard Design School 3/20-23
Website has new version up and running
Bernard Roofing estimates $650 for slate repair from February tree fall
Director's Annual Calendar (in attachments)
Talks with Anne Larsen, MBLC
Back must be to Tom Cole

Report on meetings of Communications Committee 3/15 & 3/23

Old Business
For Town Meeting Preview, April 24, 7:00 p.m.: speak to article #34
Report on search for prior site studies at Hillside
Resolution on Adopt-a-Highway clean-up program
New Business
April 19: Meet with Finance Committee to discuss article #34
April 20: Meet with MBLC, Sen. Chandler, on grant transfer to Hillside

Adjourn

Attachments:
Minutes of March 8, 2006
Librarian's report for March
Report to MBLC for February
Children's Room Report
Flyer to support Article #34
Annual Calendar of Director's Activities
Centralities

4/14/05 wednesday

Here is the magazine list I spoke to
you about the other day. Please look over
the list and let me know if all the magazines
you order are here. If not, let me know which
ones are missing. I believe the magazine check is
being sent out Tuesday. Please call me at 508-869-6841
or 978-342-2140 x 345 9-4 to discuss my order

Thank you.

Jane Arnold

BOYLSTON PUBLIC LIBRARY
Joint Meeting of the Board of Trustees
Boylston Public Library Foundation
Friends of the Boylston Public Library
Wednesday, April 12, 2006, 7:00 p.m.
MINUTES

Attendees: Ken Linell, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Karen and Dick Prince, Pat Brissette (Foundation), Jean Therriault (Foundation)

Call to order: The meeting was called to order at 7:01 p.m.

Approval of minutes: Motion made and seconded to approve the minutes of March 8, 2006 (with change to spelling of Thompson-Liston). Approved.

Report of Foundation: Pat Brissette – Most activity has been concerning the warrant article. Meetings have been held to discuss getting a postcard sent to 350 – 400 supporters, asking them to go to May 1 Town Meeting. Would like to get lawn signs out – maybe "Vote Yes for Library." Result of Valentine's Day mailing: approx. $6000 to $7000 to date from approx. 100 donors (20 to 30 were new donors). Pat said Democratic Town Committee is also supporting the library. (They are also supporting Tahanto's budget requests).

Report of Friends: Nick read Sarah's report in her absence. **Library informational packets** are at the library. The friends received $610 grant from WBAC to help with the project. Postcards are being mailed out to new people in town **Friends Helping Friends** book delivery program – 1 person signed up so far. **Yahoo group** is up and running on the web site, called 'In the loop'. **Library pass info.** Decreased # of passes to Ecotarium purchased – bought 75 instead of 150 since typical # used in a year is 60 – 70. **National Library Week** – Big Joe the Storyteller – good turnout (25 children); Richard Clark, Works of Shakespeare – 10 people only; kite making – 12 children; beaded bookmarks and pizza tasting – 8 children; raffled off a bookbag filled with books, bookmark, etc. Sarah also wrote a letter to the Banner to increase awareness of National Library Week.

Easter Egg Hunt on Friday at 2 p.m.

Memorial Day - Tag Sale, Book Sale; teens want to do face painting, frisbee coloring; sand art bracelets; duck picks, tractor rides (check on liability – but trustees not in favor).

.

Teens Friends of the Library would like a Movie Party on a Friday night, June 9 – girls only. Would have pizza, popcorn.

Treasurer's report: Angelo Scola gave the Treasurer's report. $6260.35 is in the account.

--Mary Beth is in the process of setting up an update to the Men's Fellowship Breakfast and with the Lions' Club
--Lynn—Masons do not meet in town, no follow-up at this time
--Jan Mecca talked to Father Tougas re: advertising Mystery Dinner at St. Mary's Church.
--Jan Mecca checked with the Knights of Columbus--approximatedly 15-20 members. Dave Zappone is the contact person
--Jan Seymour is on the Board for Calliope and will use this as a contact

ACTION: Lynn will follow up on writing an article for the Seniors newsletter.
ACTION: Mary Beth will follow up on the Lions' Club and Men's Fellowship meetings' presentations
ACTION: Jan Mecca will follow up with St. Mary's Sunday bulletin's advertisement for the Mystery dinner
ACTION: Jan Mecca will follow up with K of C
ACTION: Cathy will check with Paula Peterson re: out of town users to contact. She'll also get the names and addresses of the previous directors
ACTION: Mary Beth will set up to have the model at the Town meeting.

Update on Case Statement
--Jan Seymour reported that the case statements should be finished by 4/17

ACTION: Jan will follow up with the printers re: the case statement
ACTION: Jan will draft a cover letter to be included with the case statement

Publicity Subcommittee

ACTION: Letty will set up a meeting to discuss the calendar

Memorial Day Update
--Lynn reported on the activities to date:

Book sorting dates—every Tuesday at 6:30pm, 4/15, 4/22, 4/30
Library cleaning—every Monday in May
Guided tours—to be given by librarian between 12 and 2pm on Memorial Day
Scavenger hunts
Lynn handed out flyers for the 'Trivia Extravaganza' to be held during school vacation week, as part of the no-money activity from the Friends

ACTION: Contact Lynn if you or anyone you know is interested in helping with the preparation or festivities associated with Memorial Day

New Business
--Corporate Component of the Campaign—strategy to be set up to determine how to follow up on this aspect of the campaign.

Next Meeting: Friday, April 25, 2003 @ 9:00am at the Library

Minutes submitted by Mary Beth Litofsky

Motion made and seconded to approve the report. Approved.

Correspondence: Nick Langhart
MBLC sent $59 more for CY'06 state aid account – total now will be $4521.80 for '06. Money is already with the Town Treasurer.

Director's report: Nick Langhart
Nick and Sue T. attended the Library Planning & Design Seminar at Harvard Design School March 20-23. Comprehensive and well organized. We represented the only participants from New England and were the smallest library "by far" attending. Seminar led by Anthony Tappe & Associates (architectural firm that did Worcester and Natick libraries) and Nolan Lushington (writer on library design for many years); also, manager of facilities of Brooklyn library system, with presentations by the director of the new Seattle Public Library – 11 stories in middle of downtown Seattle – and others. Well done seminar; we got to know perspectives of fellow participants. Went on bus tour of Natick and Needham public libraries. These have experienced an increase in use by about 30 percent that is typical for newly built/renovated libraries. Also went to Allston Branch Library – community was heavily involved in design but no children's library section was planned so they had to renovate a space for children after opening. Many architects attended. Little talk of funding sources – not realistic for small libraries.

Nick has decided to turn over copies of past year's Board minutes to Town Clerk each April.

Website has version #2 up and running now. Congratulations to Jean, Ken and Wendy Lonstein of the Friends for its improvements.

Bernard Roofing estimates $550-650 for slate repair from February tree fall from Moore's property. Moore's removed the tree. Property damage report should be filed through Moore's insurance according to Sue Olsen.

Nick has created a 'Director's Annual Calendar' (in attachments) listing deadline related tasks.

Talks with Anne Larsen, MBLC – two conversations with her in past two weeks, most recently on April 5th. She continues to be upset with the Boylston situation; she knows the grant is going to expire, but she really thinks the best course is to build as soon as possible using the existing site, plans and state grant. We're looking at FY '10 (July '09) for the next construction grant round. We are not eligible for another Planning and Design grant because we've already participated in that program.

Report on meetings of Communications Committee 3/15 & 3/23 – Sue Therriault – multi-dimensional group of Friends, Foundation and Trustees. Putting together promotional info. for town meeting in May and working on a flyer for the warrant article #34 that is sponsored by Trustees and recommended by the Finance Committee. Communications group laying out steps for preparing for the town meeting. The inclusion of a meeting space for Seniors in new building planning was discussed as the Selectmen have included it in the May warrant article.

LINE ITEM 7000-9506:
Governor Romney zeroed out the Library Technology and Resource Sharing account. Ask your Legislators to override this veto and restore $341,811.

LINE ITEM 7000-9401:
Governor Romney reduced funding for the Regional Library Systems and the Library of Last Recourse by $1,048,625. Ask your Legislators to override this veto and restore the funding level to $14,980,361.

LINE ITEM 7000-9101:
Governor Romney reduced funding for the operating budget for the Massachusetts Board of Library Commissioners by $100,000. Ask your Legislators to override this veto and restore the funding level to $891,182.

FOR CONVENIENT ACCESS TO CONTACTING YOUR LEGISLATORS USE THE CAPWIZ SITE:

http://capwiz.com/masslib

THE LEGISLATURE MAY MEET TO VOTE ON OVERRIDES TOMORROW. PLEASE CALL THEM IMMEDIATELY. THE MASSACHUSETTS LIBRARY ASSOCIATION THANKS YOU FOR YOUR SUPPORT. IT IS ABSOLUTELY ESSENTIAL THAT WE RESTORE THIS FUNDING.

* * * * * * * *

Carolyn Noah
Administrator
Central MA Regional Library System
8 Flagg Road
Shrewsbury, MA USA 01545-4665
cnoah@cmrls.org
voice: 508 757-4110 x 305
fax: 508 757-4370

Old Business:
Town Meeting Preview, April 24, 7:00 p.m., on live video at Selectmen's Boardroom. Fran and Pat Brisette with Sue Therriault will speak to article #34.

Report on search for prior site studies at Hillside – Angelo talked to Sue Olsen about town archives. Ken and Angelo went through papers left from the Digital lawsuit. Ken is waiting for Patrick Healy to give him more maps of the site. Selectmen are considering 3 engineering firms. We may be able to give existing archive information to new engineers for anticipated site feasibility survey.

Adopt a Highway Program – Nick Langhart – Discussion. Pat Brissette will check with Foundation to see if they'd like to do it for the library.

New Business:

April 19 at Hillside at 6:30 p.m. in Selectmen's office area - meet with Finance Committee to discuss article #34.

April 20: Meet with MBLC, Sen. Chandler in Boston, on grant transfer to Hillside. Jim Stanton unable to assure his attendance now. Sue Therriault will talk to Sue Olsen tomorrow. Direction of meeting: finality of grant deadline, issue of repayment of existing grant expenses and help with planning and design funds if we choose to build it without a grant.

Motion made and seconded to adjourn the meeting at 8: 40 p.m.

Respectfully submitted,
Marcia Priestly, Secretary

From: **MaryBethLitofsky@aol.com**
Date sent: **Wed, 23 Oct 2002 12:16:46 EDT**
Subject: **November Meeting**
To: **nlanghar@cwmarsmail.cwmars.org**

Nick,

A couple of things:

Some agenda ideas for the combo meeting in November:

State grant--status
Grant/Capital Campaign subcommittee report
Inter-board communication-status report
Centenary

Please check with Walter and Lynn to see if that have anything to add to this. Please let me see the final agenda before the meeting.

Have you set up a Building Needs committee meeting to address Ann Larsen's concern or was I going to do that? Let me know.

Thanks,
Mary Beth

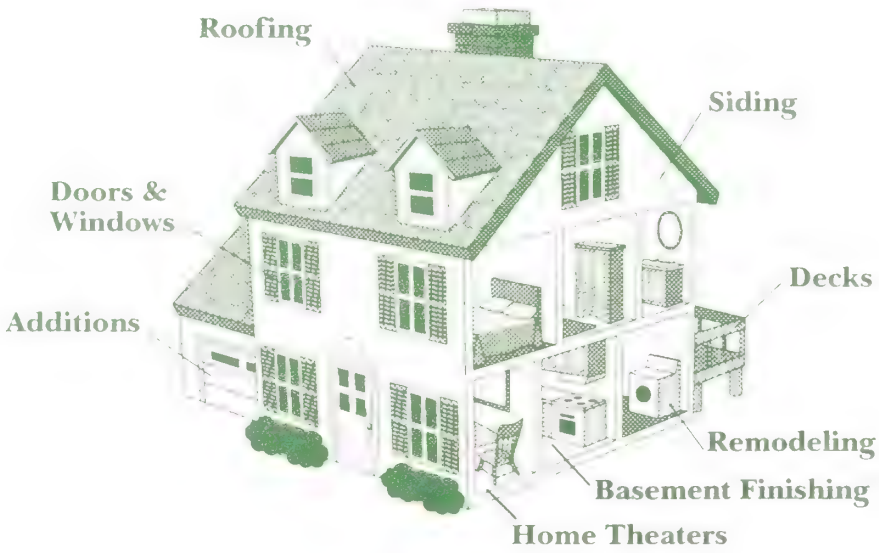
Joint Meeting Report
Friends of the Library

1. **Library Informational Packets**
- Postcards being mailed out to new people in town
- Packets put together
- Received $610.00 grant from WBAC to help us with this project
2. **Friends helping Friends book delivery program**
- Wendy and I attended SR lunch and passed out informational flyers regarding this program; so far 1 person signed up
3. **Yahoo Group**
- Wendy and Jean working on this together
4. **Library pass information**
- Decreased number of passes we purchase from EcoTarium from 150 to 75 as typically only about 60-70 passes are used annually
5. **National Library Week**
- Big Joe the story teller came Tuesday, April 4th; approx. 25 children attended
- Richard Clark performing the works of Shakespeare Tuesday, April 4th, approx. 10 people
- Wednesday, April 5th had a kite making session; approx. 12 children
- Thursday, April 6th had a pizza tasting contest and the children made beaded book marks. Approx. 8 children
- Saturday, April 8th raffled off a children's book bag filled with some books, a book mark, etc.
- Wrote a letter to the editor of the Banner to increase awareness of National Library Week
6. **Easter Egg Hunt**
- Scheduled for this Friday, April 14th at 2 p.m. at the library
7. **Memorial Day**
- Book sale
- Tag sale
- Teens would like to set up an area in the parking lot and sell raffle tickets for the following:
    a. Face painting
    b. Frisbee coloring
    c. Sand art bracelets
    d. Duck picks
    e. ? tractor rides- Mike May has offered to give rides for free in the grassy area next to the parking lot; he will re-seed the area immediately after; is this ok?
    f. Possibly one or two other attractions
8. **Teen FOL**
- Teens would like to have a movie night at the library on Friday, June 9th, after the library closes. Would have pizza, popcorn…girls only!

3/12/06

AVES
construction & remodeling

Webster, MA
Phone 508-949-6979 • Fax 508-949-6979
E-mail av.es@verizon.net
MASS. LICENSE #81934 • MASS. REGISTRATION #138703



Time to enlarge that deck or just resurface!

Replace that old roof that will not make another winter!

Replace that old siding and increase the value of your home!

Remodel that basement, creating a cooler environment or put on an addition and increase living space!

AVES is here for all your remodeling needs, so give us a call and receive a FREE estimate.

Don't forget that **AVES** is a leader in Home Theater Design, Consultation and Sales. Everything from In-wall speakers to Video monitoring, Plasma Panels to Projection TVs.

Telegram & Gazette FOCUS Print & Delivery Program (508) 793-9200
Printed on partially recycled paper

April 2, 2006

Banner
456 Church St.
Clinton, MA

To the Editor:

This week, communities across the country celebrate National Library Week, reminding the public about the valuable contribution of our libraries, librarians and library workers. From the American Library Association, this year's theme for National Library Week is "Change your world @ your library".

As we reflect upon the future of the Boylston Public Library, let us remind ourselves of the treasures our library holds. Libraries are part of the American Dream-places for opportunity, education, self-help and lifelong learning, as well as a place for a change in our lives, whether it is big or small.

Our library helps keep us connected, providing opportunities for people of all ages, classes and races to come together. The librarians and library staff at the Boylston Public Library are available for your assistance; let us honor them also this week, as we remind ourselves that our library is one of the best values in our community.

On a personal note, as I celebrate National Library Week, I will be thankful for the countless opportunities the Boylston Public Library has provided me and my family, and now I am grateful to be passing along the gift of the love of reading to my children. One of my favorite quotes is by Marcus Tullius Cicero, from **Notes From Friends**, the newsletter of the Friends of the Staunton Library (VA): "A room without a book is like a body without a soul."

Respectfully yours,
Sarah Scheinfein

Nick Langhart

To: Angelo Scola; Cathy Richard; Ken Linell; Letty Ridinger; Marcia A. Priestley; Susan Therriault
Cc: Sue Olsen
Subject: MBLC construction grant timetable

All,

I spoke with Anne Larsen at the MBLC today (4/5) about the schedule for another construction grant round. Two bills are in committee to fund the present wait-list, $75M sponsored by Sen. Joyce and $72M sponsored by the governor. Now that the healthcare bills have been acted upon, she expects the bond bills to be voted on by June. If approved, under the present spending cap of 16M/year, she stated that it would take three years minimum to fund the projects now waiting (which assumes some will not be able to go forward). The governor could ask for a faster payout, ie, making more awards, but as a lame duck with aspirations, no one can guess. Her best estimate for a new grant round to commence is in FY'09. Since we have had a Planning and Development grant, we are NOT eligible for another, even for a different project. So, if we were to wait to submit a new construction grant, wait for approval, and wait for legislative funding, it will be four to five years before we could be building a library with state assistance.
She earnestly wishes we could find a way to utilize the present award on the present site, even though she is fully aware of the problems we've encountered.

Nick

ATTENTION - PLEASE READ

Fellow Boylston Residents,

The following article appears on the May 1 Town Meeting warrant:

ARTICLE 34. To see if the Town will vote to raise and appropriate or to transfer from available funds in the Treasury a sum not to exceed $20,000 to be used by the Board of Selectmen for a feasibility study designed to identify a specific, viable site for a potential new library and potential senior center; or take any action relative thereto.

What went right?

To bring you up to date: As described in the newspapers, on the library website, and in the Binder (our library's newsletter), preparation to expand the library in the center of town has been in the works for several years. A needs study was written; fundraising was done; a design was finalized and presented to the Planning Board, the Zoning Board of Appeals (ZBA), and the Historic District Commission (HDC) - and we broke ground two years ago on the library building's 100th anniversary.

What went wrong?

Despite including over 40 design changes suggested by abutters and town boards, the library was unable to obtain variances from the ZBA and a certificate of appropriateness from the HDC needed to expand the library in the town center. Four variances had been requested, three for exceptions to set-back requirements and another for relief from the rule that, on a non-conforming lot, no addition can be greater than 50% of the existing building. Two articles were presented at last year's town meeting to exempt municipal buildings from town zoning bylaws – neither obtained the necessary two-thirds majority.

Without the 50% variance for the existing lot, the library's addition is limited to 2,000 sq. ft., much of which would be absorbed by ADA and modernization requirements. The original needs study determined that at least 10,000 sq. ft. of efficiently designed space are needed to adequately support library services in Boylston. Even if the ZBA reversed its decision and granted the variances needed, the possibility of lengthy litigation remains.

What else have we looked at?

- Do nothing, keep the library as it is.
- Upgrade current building
- Expand the current site by 50%.
- Open a second location
- Resubmit the same plans

Each of these ideas were evaluated in depth but rejected because the results would be too small a library, too costly going forward or unlikely to succeed.

Where do we go from here?

To a new site! The problems facing the Boylston Library have not gone away. The modern town library is a community center that provides programs and access to many forms of information. Both require adequate space and infrastructure not available in the existing library with its current site limitations.

This decision has been very difficult and frustrating for the trustees, the Friends of the Library and the Boylston Library Foundation. All have volunteered many hours raising money, meeting with representatives of the town and state, and communicating with the community to ensure that townspeople's wishes were met and the project was successful.

We ask for your support so that sometime in the next several years, Boylston residents will enjoy a library that will service the town for the foreseeable future.

Thank you!

Boylston Public Library

Annual Calendar of Director's Activities

This calendar does not cover even most of what the library director is to do in twelve months, but is a list of deadline-related tasks that have not changed from year to year. Those with ( ) are externally-generated events, others typically require some prior preparation and/or report.

January
Prepare Annual Report for Town, Board Chair signs, due mid-January
Prepare list of year's closed days for Trustee approval
Prepare next fiscal year [July-June] operating budget (wages and expenses) for Trustees
(MBLC state-aid award for calendar year is received)

February
Submit approved operating budget to Town, meet and discuss with Finance Committee
Write, edit, layout, print and mail Binder, library newsletter to all town households

March
Draft for Trustee approval all necessary Town Meeting warrant articles
(Massachusetts Library Association annual conference)
(Legislative Breakfast is held at area library)

April
Set staff vacation schedules
Select coming year's periodicals from Popular Subscription Service list
Submit prior 12 months of edited and approved Board minutes to Town Clerk for binding
Open attic louvers, test attic fan
With Trustees, plan National Library Week activities
(Finance Committee's response to coming fiscal year budget due)
(Annual state legislative day for libraries held in Boston)

May
Prepare for Annual Town Meeting
Confirm arrangements for children's Summer Reading Program
With Friends, confirm arrangements for Memorial Day activities and annual Book Sale
(last Friends meeting until September)

June (Election of Board Officers)
Prepare Trustees monthly meeting schedule for fiscal year, send to Town Clerk
Prepare personnel evaluation/pay change forms and submit to Town Administrator
Close out fiscal year expenses, reconcile with budget, report encumbrances if necessary
Prepare ledger forms for new fiscal year: wages, operating expenses, material expenses
Prepare new monthly Librarian's Report form based on approved fiscal year budget
Attend MBLC's ARIS (Annual Report and Information Survey) orientation meeting

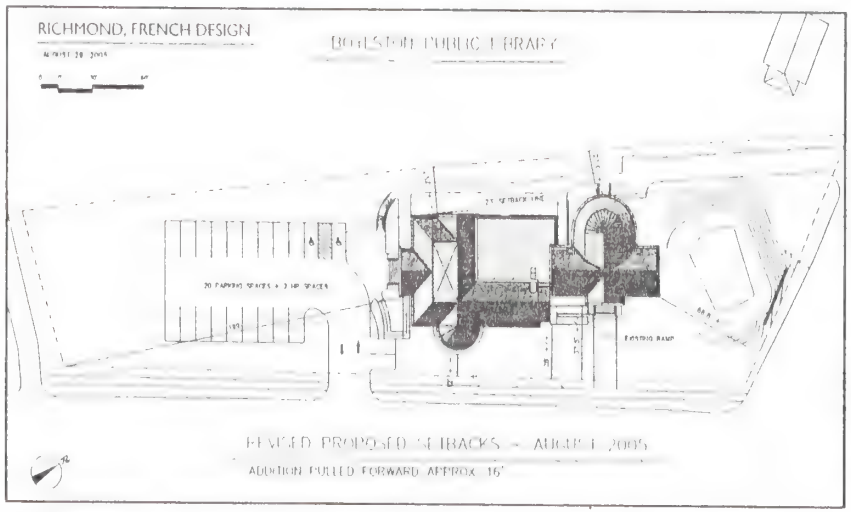
The Binder

(508) 869-2371 | The Boylston Public Library Newsletter | Fall 2005

What is the most frequently asked question at the library?

"When will the new construction start?" In light of months of delay, here's the current status of our deliberations with the town planning and zoning boards. The Board of Trustees met September 13 to discuss whether or not to formally re-apply to the Zoning Board of Appeals for a waiver of the by-law that requires a two-year waiting period before representing a site plan that had been previously rejected. The Board has deferred it's decision until the regular October monthly meeting. The ZBA rejected the library's original proposal in a 3-2 vote last February over concerns raised by two abutting property owners. The plan has been in continuance before the Planning Board for several months. For the site plan to be re-considered now, both the ZBA and Planning Board must approve the request by a 4/5 vote according to Town Counsel Greg Angelini.

The library is requesting a special permit for the project from the Planning Board and relief from four specific zoning by-laws from the ZBA. These are 1) waiver from the 50' setback requirement from the street, 2) waiver of the 50' setback requirement from the rear property line, 3) permission to erect a low stone retaining wall for the proposed septic field regrading near Scar Hill Road, and 4) relief from the by-law that prohibits an addition of greater than 50% to an already non-conforming structure. The present library is non-conforming because the lot averages only 90' in depth so that any design for the site would require some variance approvals.


RICHMOND, FRENCH DESIGN
BOYLSTON PUBLIC LIBRARY
REVISED PROPOSED SETBACKS – AUGUST 2005
ADDITION PULLED FORWARD APPROX. 16'

At a meeting with the ZBA on August 29, the library presented a revised site plan which maintained the rear set-back of the existing building, ,32', which did not increase the non-conformity. However, the Building Inspector indicated that a variance must still be sought due to the overall size of the addition, which increases the total floor plan from about 4,000 sq. ft. to about 12,000 sq. ft. Any site plan requiring four variances for approval presents a difficult case to make before the ZBA. And gaining a re-hearing requiring a 4/5 vote from two boards is also a significant challenge which the Library Trustees are considering carefully.

It is important to recall that in the spring of 2001, the initial architectural plans were informally presented to the Planning Board, the ZBA, Historic District Commission and the building inspector. No one asked for any revisions. Library staff and trustees met on-site with the two abutters and walked through the plans, first with the Moores on April 20 and with the Princes on June 1, 2002. These meetings were cordial.

An application was filed with the Planning Board in July of 2004 and the first formal hearing was held in November. Six more hearings followed, the last held in July of this year. The ZBA hearing process got underway in January of 2005 and the original site plan was denied in February. Two informational meetings have been held since, the latest with the revised plan, but in the face of continuing abutter opposition and allegations of litigation, the possibility of building on this site is in serious doubt. So, at this time the Trustees must decide whether to continue efforts at the original site or seek a new location for construction.

Thanks for your continued support!

The Trustees and staff of the library are grateful for the continued support of the community towards the expansion project, now in its sixth year. We could not have envisioned the site plan frustrations and construction materials cost increases which have occurred since we began. But we continue to be fully committed to significantly improving library service in Boylston and to do it as economically as possible. The present facility cannot continue to meet today's needs because of overcrowding, access issues and inadequate utilities. We are at a crossroads - whether to push for an addition to the historic library or choose a larger site and start afresh. Either choice will incur some additional costs and moving will require re-direction of existing funds which are committed to the present site.

We value your suggestions, help, and participation in the public process. This is everybody's library and we are committed to carrying out the community's desires for an improved library as expressed in the very supportive Town Meeting votes of 2001 and 2003.

Again, thank you for continuing to be patient, encouraging and generous. We sincerely appreciate all you've done!

-Susan A. Therriault, Chair, Board of Trustees, Boylston Public Library

July
No regular annual deadlines
(New fiscal year budget begins)

August
Review and sign annual C/W Mars agreement
Attend MBLC's Financial Report and Compliance orientation meeting

September
MBLC's ARIS (Annual Report and Information Survey) due, Board Chair signs
Write, edit, layout, print and mail Binder, library newsletter to all town households
(Friends meetings resume)

October
MBLC Financial Report and Compliance forms due, Board Chair signs
Confirm arrangements for 'Farmathon' at Tower Hill's Columbus Day weekend
Confirm arrangements for a snow-shoveller
(MLTA/MFL annual conference)

November
Winterize library: cover attic windows, set all storm sashes, furnace check-up

December
Begin new fiscal year budget, prepare rough draft of Town Annual Report
Arrange for Holiday Party for Trustees, staff, Foundation and Friends
(Cultural Council announces annual awards to Friends for Summer Reading Program)

Every Month:
Prepare Board of Trustees meeting agenda, send to Board Members
Prepare Librarian's Report
Count and prepare Treasurer's cash and check turnover report, deliver to Treasurer

On Alternate Tuesdays through the Year:
Calculate bi-weekly payroll, Board Treasurer signs, submit to Town Treasurer
Collect, verify, sign and date all due bills, identify account to debit, submit to Accountant
Prepare bi-weekly expense report (bill schedule), Board Treasurer signs
Post wages (by employee) and bills (by budget line) to in-house ledgers

On Alternate Wednesdays through the Year:
Collect staff paychecks, etc, from Treasurer, deliver to staff

April 6, 2006

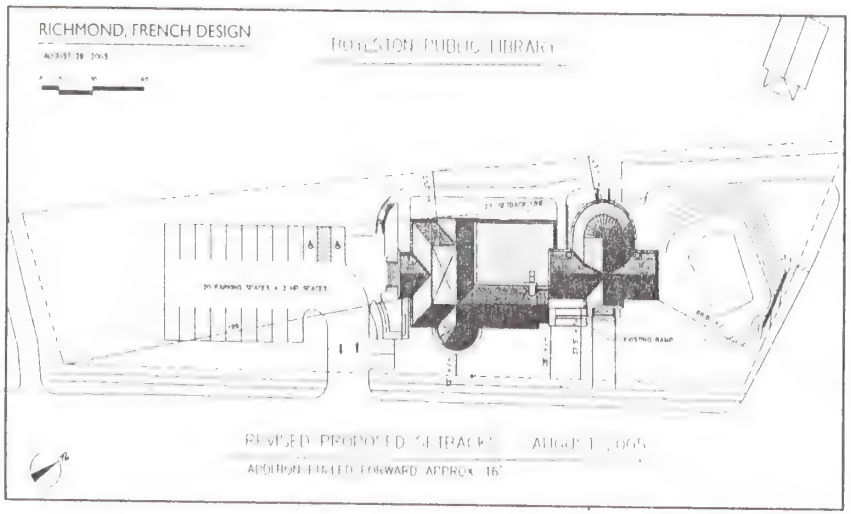
The Binder

(508) 869-2371 | The Boylston Public Library Newsletter | Fall 2005

What is the most frequently asked question at the library?

"When will the new construction start?" In light of months of delay, here's the current status of our deliberations with the town planning and zoning boards. The Board of Trustees met September 13 to discuss whether or not to formally re-apply to the Zoning Board of Appeals for a waiver of the by-law that requires a two-year waiting period before representing a site plan that had been previously rejected. The Board has deferred it's decision until the regular October monthly meeting. The ZBA rejected the library's original proposal in a 3-2 vote last February over concerns raised by two abutting property owners. The plan has been in continuance before the Planning Board for several months. For the site plan to be re-considered now, both the ZBA and Planning Board must approve the request by a 4/5 vote according to Town Counsel Greg Angelini.

The library is requesting a special permit for the project from the Planning Board and relief from four specific zoning by-laws from the ZBA. These are 1) waiver from the 50' setback requirement from the street, 2) waiver of the 50' setback requirement from the rear property line, 3) permission to erect a low stone retaining wall for the proposed septic field regrading near Scar Hill Road, and 4) relief from the by-law that prohibits an addition of greater than 50% to an already non-conforming structure. The present library is non-conforming because the lot averages only 90' in depth so that any design for the site would require some variance approvals.


RICHMOND, FRENCH DESIGN
BOYLSTON PUBLIC LIBRARY
REVISED PROPOSED SETBACK - AUGUST 29, 2005
ADDITION PUSHED FORWARD APPROX. 16'

At a meeting with the ZBA on August 29, the library presented a revised site plan which maintained the rear set-back of the existing building, 32', which did not increase the non-conformity. However, the Building Inspector indicated that a variance must still be sought due to the overall size of the addition, which increases the total floor plan from about 4,000 sq. ft. to about 12,000 sq. ft. Any site plan requiring four variances for approval presents a difficult case to make before the ZBA. And gaining a re-hearing requiring a 4/5 vote from two boards is also a significant challenge which the Library Trustees are considering carefully.

It is important to recall that in the spring of 2001, the initial architectural plans were informally presented to the Planning Board, the ZBA, Historic District Commission and the building inspector. No one asked for any revisions. Library staff and trustees met on-site with the two abutters and walked through the plans, first with the Moores on April 20 and with the Princes on June 1, 2002. These meetings were cordial.

An application was filed with the Planning Board in July of 2004 and the first formal hearing was held in November. Six more hearings followed, the last held in July of this year. The ZBA hearing process got underway in January of 2005 and the original site plan was denied in February. Two informational meetings have been held since, the latest with the revised plan, but in the face of continuing abutter opposition and allegations of litigation, the possibility of building on this site is in serious doubt. So, at this time the Trustees must decide whether to continue efforts at the original site or seek a new location for construction.

Thanks for your continued support!

The Trustees and staff of the library are grateful for the continued support of the community towards the expansion project, now in its sixth year. We could not have envisioned the site plan frustrations and construction materials cost increases which have occurred since we began. But we continue to be fully committed to significantly improving library service in Boylston and to do it as economically as possible. The present facility cannot continue to meet today's needs because of overcrowding, access issues and inadequate utilities. We are at a crossroads - whether to push for an addition to the historic library or choose a larger site and start afresh. Either choice will incur some additional costs and moving will require re-direction of existing funds which are committed to the present site.

We value your suggestions, help, and participation in the public process. This is everybody's library and we are committed to carrying out the community's desires for an improved library as expressed in the very supportive Town Meeting votes of 2001 and 2003.

Again, thank you for continuing to be patient, encouraging and generous. We sincerely appreciate all you've done!

-Susan A. Therriault, Chair, Board of Trustees, Boylston Public Library

4/12/06 BET Notes

To
minutes of 3/8/06 Change "CISTON" engs. (SP)

→ Fan report: Scenario of worst. 2 buildings, 350-400 supporters, could go to go to 11 be
Showing 100, what before. Lawn signs maybe to come. Annual Appeal as usual, 30%
new donors, over 100 donors ± 5 years to time. Hfg rate.

Finals report – ~~copy for BET~~ in draft

$6260.95 ? Treas rpt

Director rpt
Communic rpt by ST - towards 5/11 ATM

→ ~~St~~ Contact S.M. on insurance request for roof damage

→ Seniors Meeting – get in on it as an article re: new Const.

Speakers to article # 34 ... D & B Brielle --

Site survey for docs found by SO for 45. Lots of maps

Pat Healy survey to come.

→ Adopt a Hy Fan? Scouts? Call PB for results

4/19 6:30 Hillside Refreshments

8:42 adj

Commonwealth of Massachusetts
Board of Library Commissioners

98 North Washington Street • Suite 401 • Boston, Massachusetts 02114-1933
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

March 27, 2006

Treasurer
Boylston Town Hall
Boylston, MA 01505

Dear Sir/Madam:

Please disregard the previous award letter. The following contains the corrected information. The Board of Library Commissioners has asked the State Treasurer's office to issue a second FY2006 Municipal Equalization Grant(MEG) and FY2006 Nonresident Circulation Offset (NRC) award to Boylston in the amount of $ 58.93. With this second payment, Boylston will have received a total of 4,521.80 in FY2006 State Aid to Public Libraries funds.

These awards are funded under Chapter 45, Acts of 2005 which states that the funds should be placed in a separate account to be expended by the public library, without appropriation.

Sincerely,

Dianne L. Carty

Dianne L. Carty
Head, State Aid and Data Coordination Unit

From: **Self <nlanghar@cwmars.org>**
To: **susan_therriault@msn.com, rrichard@gis.net, marcia@priestleycom.net, aNCY21@charter.net, lettyis@yahoo.com, kLinell@charter.net**
Subject: **Trustee Meeting agenda for March 8**
Date sent: **Sat, 04 Mar 2006 14:50:02 -0500**

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Agenda
Wednesday, March 8, 2006, 7:00 p.m.

Call to Order

Approval of minutes of February 8, 2006

Treasurer's report

Director's report
- Newsletter mailed Feb 22
- Children's Room Assistant: 5 interviews, Karen Chagnon selected
- Report on upgrade of computers
- List of differed building maintenance items
- National Library Week is April 17-22

Old Business Friends re: Yahoo mailing list - Sarah Scheinfein
- Second vote on proposed by-law change
- Report on Feb 13 Selectmen's meeting
- Report on mtgs re: site assignment/site survey -Ken L.

New Business
- Should project re-start asap or wait for MBLC grant round?
- Articles proposed for Warrant for May Town Meeting
- Renewal of Adopt-A-Highway contract is due

Adjourn

Tue Feb 14 2006

[illegible]
8 FLAGG ROAD
[illegible]

D<1000903>
BOYLSTON PUBLIC LIBRARY
695 MAIN STREET
BOYLSTON, MA
01505

The following material is overdue. You may clear your record by paying the replacement cost of the item(s) and any associated fees or by returning the material and paying any associated fines.

Inv #[illegible] REPLACEMENT FOR
AUTHOR [illegible]
TITLE [illegible]
LOCATION CHILD Fiction
LT HOLT BARCODE: [illegible]
DATE CHECKED OUT [illegible]
DATE DUE [illegible]

ITEM CHARGE	$25.00
PROCESSING FEE	$0.00
BILLING FEE	$0.00
TOTAL	$25.00

3:11

BOYLSTON PUBLIC LIBRARY
Board of Trustees Meeting Minutes
Wednesday, March 8, 2006, 7:00 p.m.

Attendees: Ken Linell, Marcia Priestley, Letty Ridinger, Cathy Richard, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Karen and Dick Prince, Sarah Scheinfein, Wendy Lonstein, Jean Therriault, Pat Brissette

Call to order:
The meeting was called to order at 7:00 p.m.

Approval of minutes:
Motion was made and seconded to approve the minutes of February 8, 2006. Approved.

Treasurer's report:
Angelo Scola said there is currently $6130.60 is in the account – no activity. Motion made and seconded to approve the report. Approved

Correspondence:
Amendment to Library construction program: On February 17, MBLC director Robert Maier notified all libraries of a proposed change in the funding levels for the MPLCP's Planning and Design program from 50% or up to a limit of $20,000 grant on a $40,000 project to 2/3 of the project amount, or up to $40,000 on a $60,000 project. After a 3/16 public hearing, the change would take effect when passed by the state legislature.

Check from BPL Foundation: $129.28 for postage for Foundation's annual mailing which went out in February was turned over to the board treasurer. (Foundation drew funds from library's bulk mail account at the Post Office.)

Director's report: Nick Langhart
Newsletter mailed Feb 22 – good feedback so far.

Children's Room Assistant: From 13 applicants and after 5 interviews, Karen Chagnon was selected. Nick said she has many of the same skill sets as Cheryl. She is very detail oriented and loves kids. First day of work was March 7th.

Report on upgrade of computers: Recommended by Sue Olsen, David Wheeler of Tinetrix came on February 9 for a no-cost appraisal of our equipment. On Feb. 15 he sent a list of prioritized issues: 1. Children's library computer is nearly unusable. 2. Printer in children's room is broken. 3. Connect director's computer to high-speed Internet 4. Add public access computer upstairs with high-speed wireless Internet connection. 5. Add wireless access utilizing existing Charter connection that could be

used by patrons with laptops. 6. Connect downstairs public access (Gates) computer to high-speed Internet while retaining the C/W Mars port to access library-related programs.

Spent to date: $2970 – 16 hours labor, ($1600); provide and install refurbished computer for Children's Librarian, ($300); provide and install wireless router, ($100); connected Director's PC to internet, ($60); provide refurbished PC for public use in Reference Room, ($400, wireless connection, $60); replace and install Director's PC ($300); provide dual connection for Gates computer for both CW Mars and high-speed wireless public access (no cost). Also, three PCs given current anti-virus protection, ($150)=$2970 total to date. All computers now have Windows and Office 2000. The Charter connection cost ($25/mo) is being paid by the Town 'till FY'07.

David expects changes/updates to last for 3 years. We should start budgeting for 2008 upgrades in January 2007.

List of differed building maintenance items (in packet from Nick). Also, Nick mentioned that a tree fell from Moore's property and damaged some slates at back of building. Question on insurance to fix the damage. Nick will look into that. Fallen tree is still there.

National Library Week is April 17-22. (Correction: April 3-8)

Old Business

Sarah Scheinfein/Wendy Lonstein – Wish to provide Yahoo mail list to library website to email people for notifications of activities going on in the library. People can sign up to be a member of the "Yahoo" group. We can't add people in – they have to sign up themselves. Discussion followed. Trustees said to go ahead with this.

Second vote on proposed by-law change: By-law reading: Motion made and seconded to modify Article 3 Section 2 of the BPL by-laws to read: "…No member shall serve more than four consecutive terms on the board." Motion approved.

Report on Feb 13 Selectmen's meeting: Chair reported on discussion of Hillside Library site. Selectmen will leave to Trustees the decision to proceed soon without state grant assistance (to save inflationary increases) or to wait until the next grant round in 2009. They will not sponsor zoning exemption articles at May Town Meeting and suggested that the Trustees vote to abandon present site. They also indicated that site surveys/feasibility studies might be undertaken at one or two sites at near Town Hall. Discussion followed on what steps must be taken to secure a site and how a survey ought to be paid for. Since we do not have a sure site assignment, we are reluctant to spend our own funds for this work.

There was discussion about Selectmen writing to Sen. Harriette Chandler and Rep. Hank Naughton to request a transfer of the grant to Hillside. (We do not know if Selectmen have written the letter.)

Letty Ridinger tried to get a commitment for a site at Hillside from Selectmen. They would not make a specific commitment.

Report on meetings re: site assignment/site survey: Ken Linell – A long-term debt exclusion bond vote has been proposed for Tahanto, library, highway dept., etc. for a future town warrant. Highway Dept. is not yet spending $20,000 for their feasibility study because of ongoing talks with West Boylston. Long-term debt exclusion is not going to be put on the warrant until a special town meeting, possibly in the fall. Ken met with Patrick Healy now with Thompson /Lipson Engineers about a site survey and what we should expect to spend on it. He said a survey should cover three sites. Selectmen seem to feel that a final site choice for the library should be made at a town meeting, rather than by them and they are not ready to hire a town planner.

New Business

Should project re-start ASAP or wait for MBLC grant round? Talked about applying in the next grant round scheduled for January, 2009. Other options were discussed. Selectmen Frank Reale has proposed that we plan on $250 per square foot (approx. $3 Million for a 12,000 sq ft building) because the Charlton PL is planning to spend this on basic construction. Jonathan's written opinion was that it would be more like $5 -$6 million (full project cost) based on other projects around the state. We will restart the project ASAP at Hillside, not excluding the possibility of state assistance if the timing could work out. The possibility of including a senior center was viewed favorably.

Article proposed for Warrant for May Town Meeting:

After a discussion of the need to plan a significant publicity campaign and educational effort if we wish to place the following article on the May warrant, including informational meetings, notification of the press and a written statement to hand out at the Town Meeting, a motion made to approve the following article as written: Article XX . *To see if the Town will vote to transfer from available funds in the Treasury the sum of $20,000 for site selection and feasibility for the Boylston Library at Hillside; or take any action relative thereto.* Seconded and passed unanimously. Ken and Angelo will seek bids for the cost of a survey soon, and locate whatever surveys and records of the area exist now.
The help of the Friends and the Foundation will be solicited to help with the campaign.

Renewal of Adopt-A-Highway contract is due. Differed to April meeting.

Meeting adjourned at 9:10 p.m.

Respectfully submitted,
Marcia Priestley, Secretary

March 8, 2006

Boylston Public Library

Building Maintenance Matters ± 5 years
beyond annual repair budget

NOTE: This list does not include major handicapped access projects.

Exterior

Slate repairs on roof	$ 1,500
Skylight maintenance	800
Trim and gable scraping & repainting	6,000
Repair and repaint access ramp	2,200
Septic System:	
Plumbing and leeching field	38,600
Site grading and retaining wall	11,200
Waterproof south foundation wall	3,000
Wheelchair-width entrance and replace doors	9,000
Repave rear driveway	6,000
Repoint ± 10% of exterior stonework	5,300

Interior

Acquire and install 3 window air conditioners	900
Design and install fire alarm system	15,000
Electrical: larger panel, add'tl circuits	10,000
Carpet replacement main floor	8,500
	$118,000

12/23/05

Charlton awards library contract 12/23/05

CHARLTON — Construction on the addition and renovation of Charlton Public Library is expected to start next month.

The library's board of trustees awarded a contract on Wednesday for the $6.8 million project to low bidder Barr Inc. of Putnam for $5,288,000, which is within estimates, said Stefan Sage, chairman of the board of trustees.

Mr. Sage said in a telephone interview last night he expects formal signing of the contract next month. Eight bids were received and the next lowest bidder was $16,000 more, he said.

J. Stewart Roberts of J. Stewart Roberts Associates Inc. of Somerville is architect. Project manager is Richard Marks of Daedalus Projects Inc. of Boston.

Estimated construction time is 18 to 24 months, Mr. Sage said.

At the 2001 annual town meeting, voters approved $3.7 million for the project. The library is to be enlarged from 1,100 square feet to 22,800 square feet. Early this year, the Massachusetts Board of Library Commissioners awarded a $2.4 million grant for the project. The grant hinged on volunteers being able to raise $1 million, which had not been accomplished at the time the state board awarded the grant.

When a groundbreaking ceremony was held earlier this month, volunteers had raised $1.025 million, capping a four-year fundraising campaign. That group is to dissolve at the end of this year.

$250.00/SQ. FT.

TOWN OF CHARLTON

LIBRARY $6.8 MILLION PROJECT

BID $5.2 MILLION

BUILDING IS 1,100 SQ FT. INC. TO 22,800 SQ FT.

INCREASE OF APPROX. 21,700 SQ. FT

21,700 SQ FT

X $250/SQ FT

$5425,000 TOTAL COST

BOYLSTON LIBRARY

12,000 SQ. FT. @ $250.00/SQ FT. = $3,000,000 APPROX.

BOT MARCH 8, 06 wtg notes

C to O 7:00

Minutes: MSP

Treas: $ 6,130.60

→ Insurance vs Tree S, m, - plot it

→ 695 to ch? resolution re: '04 deed

→ fill for septic approval renewal

ST
MS
MP
LR
CR
KL
JT
SS, WL
PB website
R+K Brinck

7:30 OTC - Switch on Upshot mailings. Notification of wtgs at bkst & mail "you've got people sign up for it. Button on website to click to go to give a moderator view only or reply to moderator. No adds. Button can go on Trees page of BPL website JT - a page for an website for this + other questions on other subjects is confidential. Any suggestion points to wtg

Report on Select men's wtg 2/13

that Town my fund library totally to save inflation costs of waiting for grant F. Rdle. Selectmen will not approve appropriations vote to abandon... we see no need. BTS would like another vote. what to do to get a site assigned. get a Tm vote for possibility / site survey for 2 sites.

KL. There might be a BIG BOND ref for Tolland, Libs + DPW. Sig write. A + grant to Selectmen. But DPW is in negotiation w/ WB. And Tolland may want to talk to another town. Will be a Sp Tn wtg in fall. KL will f/u Hadley re Site Survey + its cost. Ask for 3 sites - PH is a civil engineer. ST: we should have Town $ for site bcos they won't give us what we surveyed. [See Bd of Health for existing septic plans + studies - WL] Select men mtg. think any site assigned should come thru Tn vote Election Lib issue raised re: costs. Grants that could help? also note of Sp Ctte. Diosta, Nat was going to MP to see if surveyed hillside exist in their records.

→ Need to mobilize an educational effort before annual wtgs. Tn wtg seems not to have big controversial issues this time. Letters from Sabbs + Stetson

Boylston Public Library

POSITION ANNOUNCEMENT

Children's Room Assistant

The Boylston Public Library is seeking a person to assist with general library duties in the Children's Room. The ideal candidate will possess good organizational skills, a basic knowledge of typing and computers, have good public service skills, enjoy working with children, be capable of working without supervision and be able to lift 15 lbs.

Duties: Check in and check out library materials to patrons, maintain computerized database, prepare items for circulation, type, alphabetize and file cards, maintain book stacks (put away materials, re-arrange and tidy up shelves and floors, assist with collection weeding and boxing for storage). Other duties as required, such as but not limited to photocopying, maintenance of bulletin boards, signage and displays. Assist Children's Librarian with special projects.

Position: This is a part-time, temporary position with the Town of Boylston. No benefits are included. Must be available for 14 hours per week including every Saturday, 10 a.m. to 2:00 p.m. Anticipated schedule: Tuesday, 5-8 p.m.; Wednesday, 4-8 p.m.; Thursday, 2-5 p.m.; Saturday, 10 a.m.-2:00 p.m. Specific weekday hours can be negotiated somewhat and introductory hours will be arranged to maximize training under the Children's Librarian. Compensation is $9.00/hour.

Inquiries: Address a cover letter, current resume and three names of reference to: Nick Langhart, Director, Boylston Public Library, 695 Main Street, Boylston, MA 01505. Application deadline is February 10, but position will remain open until filled.

The Town of Boylston is an equal opportunity employer. January 26, 2006

Need for unpublished info. Paper articles. Call Sandy M. (at TTG)
+ Bauer for Ch 11, Globe. Any article needs Fin Com approval(
soon. Get bills soon, in case its under $20,000) ST: Lampson to do it.
b) finding any existing records/surveys. Nat Healy box term records
+ let pt to HRP.

MPS article on "$20,000 for site selection" committee vote ←
q[ue] KL - a half-page background piece for distribution by HRP "why the neg. is $20,000."

KL + AS will seek bids to see if job can be done for less

Fdm: Tue 3/21 7[15] at Lib.

→ Adapt a Hy to Fdm then to next TEC mtg

q[ue]

Nonprofit Standard Mail — Letters and Flats

Part A

Check box at left if rates are populated in this section.

Automation Rates — Letters and Flats - 3.3 oz. (0.2063 lb.) or Less

Entry		Rate Category	Rate		Number of Pieces		Total
NONE	A1	5-Digit Letter	.118	X		=	$
	A2	3-Digit Letter	.133	X		=	$
	A3	AADC Letter	.140	X		=	$
	A4	Mixed AADC Letter	.148	X		=	$
	A5	3/5 Flat	.171	X		=	$
	A6	Basic Flat	.195	X		=	$
DBMC	A7	5-Digit Letter	.096	X		=	$
	A8	3-Digit Letter	.111	X		=	$
	A9	AADC Letter	.118	X		=	$
	A10	Mixed AADC Letter	.126	X		=	$
	A11	3/5 Flat	.149	X		=	$
	A12	Basic Flat	.173	X		=	$
DSCF	A13	5-Digit Letter	.091	X		=	$
	A14	3-Digit Letter	.106	X		=	$
	A15	AADC Letter	.113	X		=	$
	A16	3/5 Flat	.144	X		=	$
	A17	Basic Flat	.168	X		=	$

Part A Total

Part B

Check box at left if rates are populated in this section.

Presorted Rates — Letters and Flats - 3.3 oz. (0.2063 lb.) or Less

Entry		Rate Category	Rate		Number of Pieces		Total
NONE	B1	3/5 Letter	.158	X		=	$
	B2	Basic Letter	.170	X		=	$
	B3	3/5 Flat	.189	X		=	$
	B4	Basic Flat	.237	X		=	$
DBMC	B5	3/5 Letter	.136	X		=	$
	B6	Basic Letter	.148	X		=	$
	B7	3/5 Flat	.167	X		=	$
	B8	Basic Flat	.215	X		=	$
DSCF	B9	3/5 Letter	.131	X		=	$
	B10	Basic Letter	.143	X		=	$
	B11	3/5 Flat	.162	X		=	$
	B12	Basic Flat	.210	X		=	$

Part B Total

From:	**"Susan Therriault" <susan_therriault@msn.com>**
To:	**"Nick Langhart" <nlanghar@cwmars.org>,** **"rrichard" <rrichard@gis.net>,** **"ANCY21" <ANCY21@charter.net>,** **"Ken Linell" <klinell@charter.net>,** **"lettyis" <lettyis@yahoo.com>,** **"Marcia Priestley" <marcia@priestleycom.net>**
Copies to:	**<susan_therriault@msn.com>**
Subject:	**Trustees Mtg - potential warrant article**
Date sent:	**Tue, 7 Mar 2006 17:28:05 -0500**

All,

Below is the potential wording for discussion at our Trustees meeting on Wed, March 8, at 7:00 pm:

ARTICLE XX. To see if the Town will vote to transfer from available funds in the Treasury the sum of $20,000 for site selection and feasibility for the Boylston Library at Hillside; or take any action relative thereto.

Thanks,
Sue

Tue Feb 14 2006

[redacted]

D21000[redacted]
[redacted]
695 MAIN STREET
BOYLSTON, MA
01505

The following material is overdue. You may clear your record by paying the replacement cost of the item(s) and any associated fees or by returning the material and paying any associated fines

Inv #0001 REPLACEMENT FEE
AUTHOR: Coulter, Catherine
TITLE: Warrior's song
LOCATION: CMRLS Fiction
LIBRARY BARCODE: 21991490[redacted]
DATE CHECKED OUT: Thu Oct 13 2005 03:37PM
DATE DUE: Wed Jan 11 2006

ITEM CHARGE	$25.00
PROCESSING FEE	$0.00
BILLING FEE	$0.00
TOTAL	$25.00

BOYLSTON PUBLIC LIBRARY
Board of Trustees
MEETING AGENDA
Wednesday, February 8, 2006
following Finance Committee meeting at 6:50 p.m.
Boylston Municipal Office Building

Call to order

Approval of minutes of January 11, 2006

Treasurer's report

Correspondence:
- -from Suzanne Petrucci re: building project
- -from Sue Olsen on requests from Selectmen (to New Business)
- -reminder of Town Meeting warrant dates

Director's report:
- Town Annual Report submitted Jan 20
- Children's Room Assistant position announcement in T&G Feb 3-5
- Eagle Scout book drive completed Feb 2
- Automation meeting with Dave Wheeler set for Feb 9, 2:00 p.m.

Old Business
- Report on Feb 3 Legislative Breakfast
- Report on Jan 21 Meeting with Gough House reps, Feb 3 tour
- Review of Selectmen's Jan 31 letter

New Business
- Binder newsletter articles due Feb 10
- Trustee election cycle

Attachments:
- Minutes of January 11, 2006
- Librarian's report for January
- MBLC monthly report for December
- "State to Boylston: Apply anew if library moves"-Banner, 1/19
- Centralities

Reminder: Trustees Symposium, Holiday Inn, Boxboro, Feb 11

From: **Self <nlanghar@cwmars.org>**
To: **Susan_Therriault@msn.com, rrichard@gis.net, marcia@priestleycom.net, ANCY21@charter.net, KLinell@charter.net, Lettyis@yahoo.com**
Subject: **BPL Trustees Agenda for 2/8/06**
Date sent: **Tue, 07 Feb 2006 16:21:53 -0500**

BOYLSTON PUBLIC LIBRARY
Board of Trustees
MEETING AGENDA
Wednesday, February 8, 2006
following Finance Committee meeting at 6:50 p.m.
Boylston Municipal Office Building

Call to order

Approval of minutes of January 11, 2006

Treasurer's report

Correspondence:
-from Suzanne Petrucci re: building project
-from Sue Olsen on requests from Selectmen (to New Business)
-reminder of Town Meeting warrant dates

Director's report:
Town Annual Report submitted Jan 20
Children's Room Assistant position announcement in T&G Feb 3-5
Eagle Scout book drive completed Feb 2
Automation meeting with Dave Wheeler set for Feb 9, 2:00 p.m.

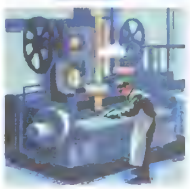
Old Business
Report on Feb 3 Legislative Breakfast
Report on Jan 21 Meeting with Gough House reps, Feb 3 tour
Review of Selectmen's Jan 31 letter

Building Trades Career Opportunities Information Meeting

Do you want a career in the Building Trades, but don't know how to get one? The *Apprenticeship Preparedness Program (APP)* helps you to learn about apprenticeship programs and unions and how to apply for jobs in the Building Trades. This Program is available at *No Cost* to you!

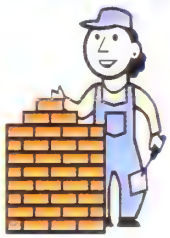
Find out how to prepare for these Careers:

- Carpenter
- Plumber
- Heavy Equipment Operator
- Painter
- Glazier
- Bricklayer
- Sheet Metal Worker
- And More



AAP is a 10-week program. Classes are 2 evenings each week and 5 Saturdays. High School Diploma/ GED required. Must be at least 18 years of age. AAP is sponsored by the Massachusetts Turnpike Authority.

Apprenticeship Preparedness Program (APP)
Information Meeting
Workforce Central Career Center
44 Front Street, 6th Floor, Worcester, MA
Thursday, February 16, 2006
3:00 p.m.



Hosted by Workforce Central Career Center. Call us today to reserve your space at the APP Information Meeting: *508-799-1600.*

WORKFORCE CENTRAL CAREER CENTER

Workforce Central Career Center is operated by the Worcester City Manager's Division of Workforce Development in partnership with the Massachusetts Division of Career Services.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

MASSACHUSETTS ONE STOP CAREER CENTERS

New Business

Binder newsletter articles due Feb 10

Trustee election cycle

Attachments:

Minutes of January 11, 2006

Librarian's report for January

MBLC monthly report for December

"State to Boylston: Apply anew if library moves"-Banner, 1/19

Centralities

Reminder: Trustees Symposium, Holiday Inn, Boxboro, Feb 11

Building Trades Career Opportunities Information Meeting

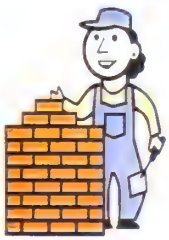
Do you want a career in the Building Trades, but don't know how to get one? The *Apprenticeship Preparedness Program (APP)* helps you to learn about apprenticeship programs and unions and how to apply for jobs in the Building Trades. This Program is available at *No Cost* to you!

Find out how to prepare for these Careers:

- Carpenter
- Plumber
- Heavy Equipment Operator
- Painter
- Glazier
- Bricklayer
- Sheet Metal Worker
- And More

AAP is a 10-week program. Classes are 2 evenings each week and 5 Saturdays. High School Diploma/ GED required. Must be at least 18 years of age. AAP is sponsored by the Massachusetts Turnpike Authority.

Apprenticeship Preparedness Program (APP)
Information Meeting
Workforce Central Career Center
44 Front Street, 6th Floor, Worcester, MA
Thursday, February 16, 2006
3:00 p.m.



Hosted by Workforce Central Career Center. Call us today to reserve your space at the APP Information Meeting: *508-799-1600.*

WORKFORCE CENTRAL CAREER CENTER

Workforce Central Career Center is operated by the Worcester City Manager's Division of Workforce Development in partnership with the Massachusetts Division of Career Services.

An equal opportunity employer program. Auxiliary aids and services are available upon request to individuals with disabilities.

MASSACHUSETTS ONE STOP CAREER CENTERS

BOYLSTON PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Wednesday, February 8, 2006
following Finance Committee meeting at 6:50 p.m.
Boylston Municipal Office Building

Attendees: Ken Linell, Marcia Priestley, Letty Ridinger, Cathy Richard, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Karen and Dick Prince, Sue Moore
Call to order: The meeting was called to order at 7:30 p.m.

Approval of minutes: Motion made and seconded to approve the minutes of January 11, 2006. Approved.

Treasurer's report: Angelo Scola gave the Treasurer's report. $6130.14 is in the account. Motion made and seconded to approve the report. Approved.

Correspondence: Nick Langhart
-from Suzanne Petrucci re: building project – As a corporator of the Foundation, she is concerned about the decision to leave 695 Main St. Both Sue T. and Nick have responded to her.
-from Sue Olsen on requests from Selectmen (see New Business)
-reminder of Town Meeting warrant dates: opens on Feb. 13 closes on March 14. Review of warrant on Monday, April 24 at Municipal Office Building. Town meeting is May 1 with elections on May 8th. No articles from trustees planned for the warrant other than the usual ones at this time.

Director's report: Nick Langhart
Town Annual Report submitted Jan 20 – follows pattern of previous years.

Children's Room Assistant position announcement in T&G Feb 3-5. Seven responses to date, even though it was specified that they would have to work every Saturday. The advertisement also says "temporary." Hourly rate is $9. When posting closes on 13th, Nick and Judy will begin process of interviewing.

Eagle Scout book drive completed Feb 2 – Eagle candidate Jon Heslin assisted by other scouts put all donated books they have collected in the attic. Nick will write him a note thanking him.

Automation meeting with Dave Wheeler from Tinetrix, set for Feb 9, 2:00 p.m. Meeting with Paula, Nick, Ken and possibly Sue. We are looking for advice on how to strategically improve library automation and upgrade the library computers.

Old Business:
Report on Jan 21 Meeting with Gough House reps. purpose was to look at collaborative effort between Gough House and Library. Good discussion about whether it made sense to use their space for meeting room, etc. Decided to schedule another meeting to give points for anticipated town planner.

Review of Selectmen's Jan 31 letter- (Library is on the agenda for Selectman's meeting next Monday, Feb. 13 at 8:15 p.m.)
Consensus of discussion was:
Para. #1 Promised money for site feasibility study is not available from town – that money is designated exclusively for DPW site planning at Hillside.
We need to discuss securing a site with the Selectmen. Discussion on $206,000 the town needs to pay back to MBLC. We should have a written commitment on a site before we put an article on the town warrant. Ken suggested that if we come up with money to do a feasibility study, we should ask if they will commit in writing to giving us the land.
Para. #2 We cannot begin construction unless we are given a state grant unless the town wants to fund the entire project.
Para. #3 We will not abandon the original library site until we have secured an identified site at Hillside.
Para.#4 We can not sponsor an article on the warrant for a zoning exemption as we would not be a disinterested party.

New Business:
Binder newsletter articles due Feb 10. Binder will be sent to layout editor on Tuesday, Feb. 14. Ken L. is drafting an article on the current status of the library project.

Defer discussion on library needs for future since we have to stay in the current location for 3 –5 years. We may have to put an article on the warrant requesting funds to begin improvements. Nick will update the '03 building needs list for next meeting.

Trustee election cycle – Letty and Sue will have completed three consecutive terms as trustee in May of 2006, Cathy in May of 2007 and Angelo in 2008. To maintain continuity through the building project, changing the by-laws from three to four consecutive terms was discussed. Motion made and seconded to modify Article 3, Section 2 of the BPL by-laws to read: "...no member shall serve more than four consecutive terms on the board." Motion approved. Since a by-law change requires another vote at a consecutive meeting, this motion will be placed on the agenda for the March meeting.
Trustee account-Angelo talked to Clinton Savings Bank re: free checking account. Decided to stay with Commerce Bank.

Meeting adjourned at 9:15 p.m. Respectfully submitted, Marcia Priestley, Secretary

MUNICIPALITY _____

20. Completed project will be:

_____ gross square feet.

_____ net usable square feet.

21. Projected space needs for the library in 20 years will be:

_____ gross square feet.

_____ net usable square feet.

22. If there are significant differences between your 20 year projected square foot space needs and those of the completed project, please explain in the following section.

[Please be brief but use additional sheets as might be necessary]

Fri pm 2/6/06

BOT 7:30 : minutes MSP 6,130 14. Tees

ST
MMR
LR
N
AC
KL
CR

R+K Price
S.M.

DB begins bkfst no attendance.
Thought 1/27 mtg - collaboration ok needs.
follow-up w/ smaller group. Feb 3 tour
did not happen. Re-schedule.
Disc of two Hse occupants that may want space ...
S.O. collarok 1/31. [to be at next Selectmen's mtg at 8:15 2/13]

Source of $ for a new plan - what source?
Need a vote first from Selectmen. 1st Neg MOU, 2nd - Barnstable
per Dane + Jim. We could ask for $ for Site #1
Do we like #1? Should not more than one be studied?
70/-gone? DI, yes. $266, to be discussed at Selectmens mtg
on 2/13. Consensus to be voting to abandon 695. Responsive
of Archelas? must raise letter of popular support + still face
litigation potential. KL: If we were to have eng feasibility study done
on Site 1, would they grant it in writing? Disc. Will Selectmen
put $ on warrant for general Hillside study in May?
will be all Trustees w/ Selectmen, can not guarantee on 1/13

NB Binder - Articles for Friday. Town Annual Appeal sent out. KL has highlights,
what's happened + future options. Also work to pay back. Stay w/ maintenance
go to Hillside.

→ List of cgs maintenance issues for March mtg (2005)

Volunteer To Serve

June 30 is fast approaching.....

The term of office of many currently serving on Town Boards and Committees will expire on June 30. The Board of Selectmen will be seeking volunteers to fill those vacancies.

IF

You currently serve on a committee and would like to be re-appointed (or not)

OR

You would like to volunteer for the first time

THEN

Fill out this form and return it or mail to:

Board of Selectmen
Town Hall
221 Main Street
Boylston, MA 01505

PRINT NAME:_____

ADDRESS:_____

OCCUPATION_____Phone #_____

I **do not** wish to be re-appointed to the :_____
I am interested in serving on the following: (check one or several):

ADA Committee	_____	Insurance Advisory Committee	_____
Affordable Housing	_____	IT Advisory Committee	_____
Appeals Board	_____	Memorial Day Committee	_____
Business Development Committee	_____	Open Space Committee	_____
Cable Advisory Committee	_____	Personnel Board	_____
Capital Planning Committee	_____	Public Works Study Committee	_____
Conservation Commission	_____	Storm Water Committee	_____
		Senior Tax Rebate Committee	_____
Council on Aging	_____	Town House Committee	_____
Cultural Council	_____	Town Report Committee	_____
Earth Removal Board	_____		
Finance Committee	_____	Other-Please Specify below	_____
Historic Commission	_____		
Historic District Commission	_____		
Homeland Security	_____		

Other-Please specify_____

Trustee election cycle

ST + LR done in bldg, 4b by-laws limit to 3. SB on if ten or BET. BET only. MP: to Amend, critical for momentum. LR - fresh blood, but now, w/ bldg ... AL - set 3 to 4. 2 votes over 2 mtgs req. KL " move to modify BOT Artic 5, Sec 2- to read: "Each Trustee shall serve no more than 4 consecutive terms on Bd." as second. 4 yes, 2 abstentions

⇒ Agenda for March, re vote

Connect bank chkg acct w/ Linden St Church re cost chkg for Non-profit.

9:18

Boylston Selectmen
Selectmen's Meeting Schedule

Monday, January 30, 2006

Monday, February 13, 2006

Monday, February 27, 2006

** ⇨

Monday, March 27, 2006

Monday, April 10, 2006

Monday, April 24, 2006

Monday, May 8, 2006 (election night)

All meetings are scheduled to begin at *7:00PM* unless stated otherwise.

** **Financial Warrant March 13th needs signatures**

BOYLSTON PUBLIC LIBRARY
Joint meeting of the Board of Trustees,
Boylston Public Library Foundation
Friends of the Boylston Public Library
Wednesday, January 11, 2006, 7:00 p.m.
MEETING AGENDA

[Come early to see the new carpet in the Children's Room]

Call to Order

Report from the Foundation

Report from the Friends

Approval of Minutes of December 14, 2005

Treasurer's report

Correspondence:
from Leah N. Daniels, Warwick, RI: $180 gift in memory of Kent Newcomb to library for books on tape.

From Selectmen: Town House closed indefinitely

Director's report:
Finishing carpet installation in Children's Room
FY'07 budget submitted to Town; hearing set for 6:50 p.m. Wednesday, February 8 at Town Hall, followed by Board of Trustees meeting at 7:30 (or so) at Town Hall.

Old Business

Report on Selectmen's meeting of Dec 20
Report on Library Commissioners meeting of Jan 5
Report on Hillside site meeting of Jan 7

New Business

Status of meeting with Gough House Preservation set for Jan 21
Is it time for e-books?

From:	**Self <nlanghar@cwmars.org>**
To:	**Susan_Therriault@msn.com, rrichard@gis.net, marcia@priestleycom.net, ANCY21@charter.net, lettyis@yahoo.com, klinell@charter.net**
Subject:	**Boylston Library Trustees, Fdn, Friends, meeting agenda for 1/11/0**
Copies to:	**Scheinfein@charter.net, TeashB@aol.com**
Date sent:	**Tue, 10 Jan 2006 18:00:22 -0500**

BOYLSTON PUBLIC LIBRARY
Joint meeting of the Board of Trustees,
Boylston Public Library Foundation
Friends of the Boylston Public Library
Wednesday, January 11, 2006, 7:00 p.m.
MEETING AGENDA

[Come early to see the new carpet in the Children's Room]

Call to Order

Report from the Foundation

Report from the Friends

Approval of Minutes of December 14, 2005

Treasurer's report

Correspondence:
from Leah N. Daniels, Warwick, RI: $180 gift in memory of Kent Newcomb to library for books on tape.

From Selectmen: Town House closed indefinitely

Director's report:
Finishing carpet installation in Children's Room
FY'07 budget submitted to Town; hearing set for 6:50 p.m. Wednesday, February 8 at Town Hall, followed by Board of Trustees

RIVERBEND
CONCORD MASSACHUSETTS

NINETEEN UNITS on 7.6 ACRES

ONLY 5 UNITS LEFT

	Unit #	Unit Type	Condo Fee	Sales Price
		First Floor		
	102	**2 Bedroom / 2 Bath** 1,221 SF	$322	**$439,900**
	104	**2 Bedroom / 2 Bath** 1,188 SF	$316	**$429,900**
		Second Floor		
	203	**1 Bedroom / 1 Bath** 831 SF	$284	**$329,900**
Under Agreement	204	2 Bedroom / 2 Bath 1,188 SF	$341	$479,900
	205	**2 Bedroom / 2 Bath** 1,232 SF	$367	**$529,900**
		Third Floor		
	304	**2 Bedroom / 2 Bath** 1,188 SF	$373	**$519,900**

meeting at 7:30 (or so) at Town Hall.

Old Business

Report on Selectmen's meeting of Dec 20
Report on Library Commissioners meeting of Jan 5
Report on Hillside site meeting of Jan 7

New Business

Status of meeting with Gough House Preservation set for Jan 21
Is it time for e-books?

Attachments:
Minutes of December 14, 2005
Librarian's report for December
"History of BPL Renovation & Expansion Project, 1998-2005"
"Library Construction Account, 2004-2005"
Children's Room report for December
"Hillside library talks continue", Banner, December 29, 2005

Proposed draft of Articles
for the May, 2003
Town Meeting

ARTICLE To see if the Town will vote to authorize the Trustees of the Public Library to appoint such officers and employees as may be necessary for the fiscal year beginning July 1, 2003, and to fix the compensation therefore, consistent with the Personnel Plan; or take any action relative thereto.

ARTICLE To see if the Town will vote to appropriate the money received from the Commonwealth of Massachusetts as a Library grant-in-aid for the purpose of purchasing books and other items at the discretion of the Library Trustees; or take any action relative thereto.

ARTICLE To see if the Town will vote to appropriate the sum of $1,500,000 for the purpose of renovating the Public Library Building and constructing an addition where such addition will increase the floor space of that building, including the cost of equipping and furnishing the same, as well as architectural/engineering and other expenses incidental thereto; and that to meet such appropriation the Town Treasurer with the approval of the Selectmen is authorized to borrow the sum of $1,500,000 under and pursuant to Chapter 44, Section 7, of the Massachusetts General Laws as amended and supplemented, or any other enabling authority, and to issue bonds or notes therefore; provided that no such bonds or notes shall be issued unless the Town votes at an election to exempt the total amounts required to pay them from the limitations imposed by Proposition 2½; and that the Board of Trustees of the Library are hereby authorized to apply for and accept any state and/or federal grants that may be available to defray all or part of the cost of said design, construction and equipping and to authorize the Trustees to expend any such funds, or any other funds which may be received for this purpose, without appropriation, and to take any other action necessary to carry out this project.

BOYLSTON PUBLIC LIBRARY
Joint meeting of the Board of Trustees,
Boylston Public Library Foundation
Friends of the Boylston Public Library
Wednesday, January 11, 2006, 7:00 p.m.

Attendees: Ken Linell, Marcia Priestley, Letty Ridinger, Cathy Richard, Angelo Scola, Sue Therriault, and Nick Langhart, Director.

Guests: Pat Brissette, Lynn Butler, Persis Hamilton, Susan Moore, Karen and Dick Prince, Alison Barrows Ronn, Sarah Scheinfein, Jean Therriault.

Call to Order: The meeting was called to order at 7:02 p.m.

Report from the Foundation: Pat Brissette, president gave a report from the Foundation. Gave report on new officers. Reiterated that they will support the direction the Trustees are moving in on the new library. Foundation had asked members to send letters to Selectmen to make a decision on the Hillside property before MBLC meeting in January. Need to update Capital Campaign pledges. Will also have an update meeting within the next few weeks and call people who pledged to let them know status of library.

Report from the Friends: Sarah Scheinfein reported that they had about 70 people come for the Pumpkin contest on October 27. The teen group for the library will meet again on January 19. Some "tweens" are also interested. Possibly do a story hour (maybe bedtime story hour). They are very excited.

Children's books are in. Wrote a grant for $800 to use partially for History of Boylston book for new people coming to town. Showed Trustees a pre-printed information packet folder that they give out to new people. Discussion about emails to announce upcoming events. Sarah will check on answers to some questions trustees had re: email notification of parents for events in the children's room.

John Hesslan, Eagle Scout, will do a book drive from January 14 to 28. He will sort through those books at his home and they will be delivered to the library on Tuesday, January 31. A discussion followed about the library's having removed most of the videos from circulation to make room for the increasing number of DVDs and some books on tape that have been temporarily in attic storage.

Approval of Minutes: Motion made and seconded to approve the minutes of December 14, 2005. Approved.

Treasurer's report: Angelo Scola gave the treasurer's report. $6099.56 in account. Motion made and seconded to accept treasurer's report as submitted. Approved.

Correspondence: Nick Langhart
Note from *Leah N. Daniels, Warwick, RI* sister of Kent Newcomb, late husband of Cheryl ,

Proposed draft of Articles
for the May, 2003
Town Meeting

ARTICLE To see if the Town will vote to authorize the Trustees of the Public Library to appoint such officers and employees as may be necessary for the fiscal year beginning July 1, 2003, and to fix the compensation therefore, consistent with the Personnel Plan; or take any action relative thereto.

ARTICLE To see if the Town will vote to appropriate the money received from the Commonwealth of Massachusetts as a Library grant-in-aid for the purpose of purchasing books and other items at the discretion of the Library Trustees; or take any action relative thereto.

ARTICLE To see if the Town will vote to appropriate the sum of $1,500,000 for the purpose of renovating the Public Library Building and constructing an addition where such addition will increase the floor space of that building, including the cost of equipping and furnishing the same, as well as architectural/engineering and other expenses incidental thereto; and that to meet such appropriation the Town Treasurer with the approval of the Selectmen is authorized to borrow the sum of $1,500,000 under and pursuant to Chapter 44, Section 7, of the Massachusetts General Laws as amended and supplemented, or any other enabling authority, and to issue bonds or notes therefore; provided that no such bonds or notes shall be issued unless the Town votes at an election to exempt the total amounts required to pay them from the limitations imposed by Proposition 2½; and that the Board of Trustees of the Library are hereby authorized to apply for and accept any state and/or federal grants that may be available to defray all or part of the cost of said design, construction and equipping and to authorize the Trustees to expend any such funds, or any other funds which may be received for this purpose, without appropriation, and to take any other action necessary to carry out this project.

$180 gift in memory of Kent Newcomb to library for books on tape from Kent's brothers and sisters. Nick will write a thank you to them.

From Selectmen: Town House closed indefinitely. Impact on us is that we have to hold our programs elsewhere. Nick has talked to the church and the school and he will keep us appraised.

Trustee's Symposium at Holiday Inn in Boxboro. Nick said this symposium is usually excellent and well worth the time.

Sue Therriault gave a handout for legislative breakfast scheduled for Friday, February 3 at the Marlboro Public Library at 8 a.m. and encouraged everyone to attend.

Director's report: Nick Langhart
Nick and Bill finished carpet installation in Children's Room over Christmas vacation.

Sue made a motion to give Nick and Gail a $100 gift certificate to their favorite restaurant for their donation of the carpet to be taken from the Trustee's checking account. Motion seconded and approved.

FY'07 budget submitted to Town; hearing set for 6:50 p.m. Wednesday, February 8 at Town Hall with Finance Committee, followed by Board of Trustees meeting at 7:30 (or so) at Town Hall.

Old Business:
Motion made to pay for registration from State Aid fund for Nick's tuition for class in library planning and design for $1125 at the Harvard Graduate School of Design on March 20-22. Motion seconded and approved.

Report on Selectmen's meeting of Dec 20 – Sue Therriault attended. Very high level discussions, not very specific to Library. A meeting with Jonathan Richmond was held January 7 at Hillside with some trustees. Talked about concept of "village green" at Hillside and Jonathan presented a sketch with three possible sites for a new library. Selectmen wanted to get a planner in to help with plans for Hillside property, but they do not want to give the library the site at Rt. 70.

Report on Library Commissioners meeting of Jan 5 – Sue Therriault, Nick, Angelo, Ken and Sue Olsen went to meet with MBLC in Boston. Explained our situation. Grant was written only for our current location. MBLC approved a final extension of time until July 15 and encouraged exemptions be sought for the present site; they will not transfer the grant to another location. Selectmen not in favor of going ahead with request for zoning variances.

In order to be eligible for the next MBLC Planning & Design grant round, a site must be identified soon, hopefully prior to Town Meeting in May. A site is also needed for a senior center and this might be included.

New Business:
Meeting with Gough House Preservation set for Jan 21 at 9 a.m. at Hillside - Sue Therriault has

From: **SATherriau@aol.com**
Date sent: **Fri, 22 Aug 2003 15:33:36 EDT**
Subject: **Next Meeting of Capital Campaign Development Committee**
To: **pbrissette@allmerica.com, Dave869@aol.com, VMDIP@aol.com, moyna@gis.net, phamil@charter.net, wkarpowski@charter.net, nlanghar@cwmarsmail.cwmars.org, mrlinell@charter.net, MaryBethLitofsky@aol.com, bmecca@us.ibm.com, nlanghart@cwmarsmail.cwmars.org, PEARSON147@aol.com, judy.pugh@charter.net, lettyis@yahoo.com, janseymour@earthlink.net, Carlsharpe@aol.com, ohboys869@aol.com, FdnTreasurer@charter.net, Cathy@Trahans.net, BG1423@aol.com**

To All.

We had a great time at our End of the Capital Campaign celebration on Tuesday night AND we had a VERY good Foundation meeting on Thursday night. But enquiring minds wanted to know - When is the next meeting of the Development Committee. We all agreed to get together on Thursday, September 4th at 6:30 p.m. at the Town House. The Foundation will have its meeting at 7:15 p.m.

The major topic will be what needs to be done prior to the September 29th town meeting and the September 30th ballot vote. Please come if you can!

Maureen, can you pick up the key?

See you in September....if not sooner!
Thanks.
Sue T.

already talked to Nel Lazour and Eileen DeCastro about collaborative efforts with Gough House. Meeting on the 21st will discuss how the library can collaborate with the Gough House group on common goals in the future.

Is it time for e-books? Ken – people can access them now on line with their library card. Also, may be able to get audio e-books in near future.

Sue Therriaut mentioned article on "100 Club" at West Boylston library which appeared in The Banner. Everyone who volunteers 100 hours gets a book donated in their name. Sue will follow up with West Boylston to find out details.

Nick wants us to pay Science Museum of Boston $50 for a past debt so Judy can plan other programs. Motion made, seconded and approved to do so from the Trustee`s checking account.

Sue asked Nick if there are any major library expenses anticipated that ought to be part of the budgeting process. He said that the building and equipment seem stable for the present, but with three consecutive years of no allowed increases in annual expenses, we are operating on an increasingly tight budget as expenses rise. And, with no move planned, automation of circulation and cataloguing should not be delayed indefinitely. Full automation will be expensive for us, which we discovered when we priced this out with C/W Mars some years ago, because we maintain two independent circulation desks. We now pay about $2500/year for our on-line affiliate membership. Ken and Nick will follow up on audio books and full-member status with C/W Mars.

Meeting adjourned at 8:26 p.m.

From: **"Jan Seymour" <janseymour@earthlink.net>**
To: **"Walter Karpowski" <wkarpowski@charter.net>**
Copies to: **<phamil@charter.net>,**
"Cathy Trahan" <cathy@trahans.net>,
<Dave869@aol.com>,
"Donna DiPilato" <VMDIP@aol.com>,
"Doris Pearson" <Pearson147@aol.com>,
"Janice Mecca" <bmecca@us.ibm.com>,
<lettyis@yahoo.com>,
<MaryBethLitofsky@aol.com>,
"Maureen R. Linell" <MRLinell@charter.net>,
<nlanghar@cwmarsmail.cwmars.org>,
<ohboys869@aol.com>,
"Pat Ermshausen" <moyna@gis.net>,
<Pbrissette@Allmerica.com>,
"Peg St. John" <FdnTreasurer@charter.net>,
<SATherriau@aol.com>
Subject: **Capital Campaign**
Date sent: **Wed, 30 Jul 2003 21:55:35 -0400**

Dear Walter,

I hope this finds you well and enjoying the summer.

Unfortunately, my anticipated month of relaxation and travel did not turn out as planned. I actually met up with a sneaky little virus the end of June and have been ill for the past month and am not back to full strength yet. At my doctor's strong suggestion and my husband's insistence, my participation in the remaining months of the capital campaign will be restricted to being a committee member only.

I apologize for any inconvenience this causes. It has been my honor and my pleasure to work with such a wonderful group of dedicated and dynamic people and I look forward to a successful town meeting and our new wonderful library.

Thank you for your understanding.

Jan Seymour

History of Boylston Public Library Renovation and Expansion Project 1998-2005

September, 1998: Planning & Design application submitted

April, 1999: MBLC awards P & D grant, matching funds secured

May, 2000 Library Building Program (Bryan Report) finished

December, 2000 Architectural feasibility/schematic design completed by RFD

January, 2001 MBLC construction grant application submitted

May, 2001 Town Meeting approves library project

June, 2001 MBLC awarded construction grant pending State funding

November, 2002 State funding granted for $1,646,139

January-August, 2003 Capital Campaign conducted by Library Foundation

September, 2003 Town Meeting and election approves debt-exclusion bond for $1.72m

October, 2003 Construction contract signed with MBLC, Building Committee appointed

December, 2003 State sends first payment of $493,842

January-June, 2004 Site plan and construction drawings prepared

July, 2004 Formal application to Planning Board and ZBA submitted

November, 2004 Presentation to Planning Board, continued monthly until July, 05

January, 2005 Presentation to ZBA, continued to February

February, 2005 ZBA denies 3 of 4 variance requests for project

May, 2005 Town Meeting denies ZBA exemptions for municipal buildings

May, 2005 Historic District Commission denies application because of parking

June, August, 2005 Informal negotiations with ZBA on site plan changes, no resolution

September, 2005 Selectmen ask Trustees to request site change to MBLC

October, 2005 Trustees opt not to request waiver of 2-year waiting to resubmit plan

November, 2005 Trustees report on present and alternate sites, consensus for Hillside

January, 2006 Trustees request 6 month contract extension at MBLC meeting

BOT mtg Notes Jan 11, '05

ST
HS
L
MP
LR
CR
KL

Zoning
Pat Brisette - letter sent re Silverbrook re. Hillside 70/
- Attend Appeal hearing 5 Dec (not approp)
- update the suppliers of mtg date
- mtg Tue 1/18 - for supplies w/ for Board Appeal

Derek Prince
Sarah S
Dan
Ross
J M.
J. -
Pat B

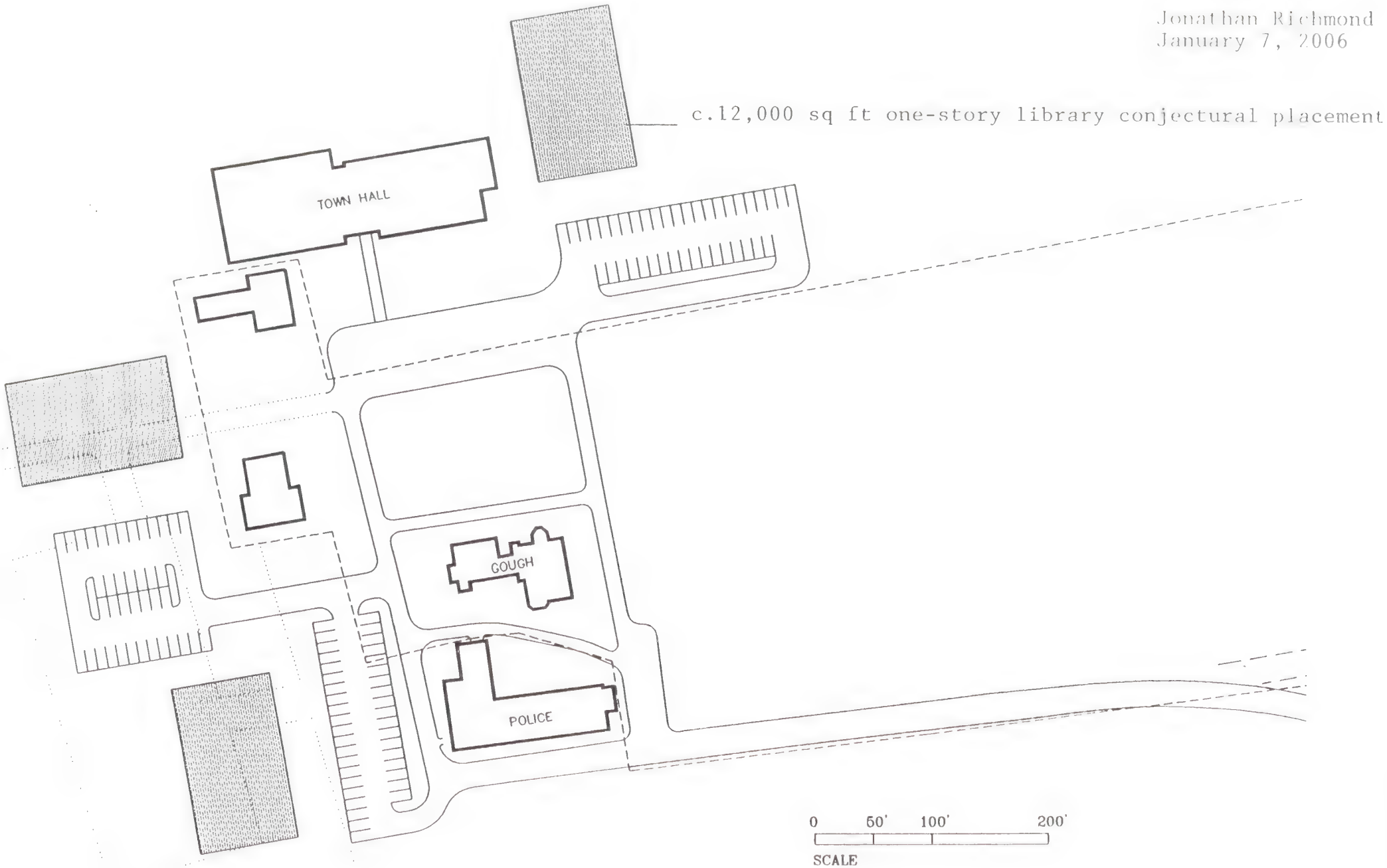
Sarah Schussler 7pm
- Pumpkin contest got 70 people
- Teens 1/10 mtg. 1/19 next mtg. Lead Tues 1/18 Thursday.
- Informational packet to be funded by VBAC grant app for Bgcc
- Folder passed around, discussed
- Chuck Lacroix re School fee progress at library pilot events
- Jake - need notification of 66 roots re dist cost adj (police)
  Title re school cost - but that must be managed here.
  CK if Egleston can manage cost cost.
- Jon Heslin E 1/14-20, all bks to his base, Tue 2/ - bks to lib.

Bridge → Conversion to DVD+CD -

Minutes 728 MSP
Treas: 6,099 56 MSP
Directors Corresp. White Leath Daniels. Bx Brought Trustees Dem. Leg 15 bkfst
$100 restaurant reimbursement.
→ OB - GSD $1125 to be pd by ST bid funds w/ Tuition MSP
742
- need for site plan re
ST. on 12/20 Selectmen's Mtg: Hwy Garage + Lt Ground water. 70/1 is needed for commercial.
Mtg at Hillside 1/7/05, w/ JR, a "comon". Pass out of JR site plan 4/3 possibles.
Preliminary
No to 70/
MBLC - the trip thurs 1/5 to Boston: arranged exemption for 695, no Townsfinance to Hillside
2 of 3 Selectmen say no to exceptions.
Timing of the next BOD means finishing a wide agenda -
LR - securing a site prior to the mtg. Selectmen & to come from Hwy Gar
saving funds. Role of Sr Ctr needs - mixed use. 8 pm

TOWN OF BOYLSTON
Partial Plan of Hillside

Jonathan Richmond
January 7, 2006



NB

Jough House Presser set for 1/21 @ 4:00 Sat at Hillside - maybe post it
ST + Nozone thus morning Rose Dist go upside
OR not in favor of many Jough Blog.

e-books - Audio and e-books
publicise club & available thru Library

Barnes

Barnes & Noble 100 club (100 vol hours = 1 bk donated to a vol(s))

$50.00 to Sci Mu

Potential expenses for warrant: upgrade to Full number c/a mags
investigate by Ken L.

$30

DIRECTIONS TO THE MARLBOROUGH PUBLIC LIBRARY

From 495 North or South, Exit 24A (Route 20 East). Go through two traffic lights, take your next left onto Winthrop Street (approximately one mile from 495). Take your first right onto Witherbee Street. The library is on the right.

From Mass Pike, Exit 11A to 495N. Follow directions above.

From 290, take exit for 495S. Follow directions above.

Legislative Breakfast Committee 2006

Joann Archetto, Blackstone Public Library
Deb Blanchard, Athol Public Library
Heidi Fowler, Townsend Public Library
Anna Kung, Worcester Public Library
Gail Landy, Levi Heywood Mem. Library, Gardner
Joe Mule, Thayer Memorial Library, Lancaster
Carolyn Noah, CMRLS
Charlotte Rabbitt, Bellingham Public Library
Ann Robinson, Worcester Public Library
Elizabeth Wolfe, Marlborough Public Library

Central Massachusetts Libraries
Legislative Breakfast Committee
8 Flagg Road
Shrewsbury, MA 01545

Susan Therriault
31 Long Leaf Rd.
Boylston, MA 01505

YOU'RE INVITED!

JOIN LIBRARY ADVOCATES FOR BREAKFAST

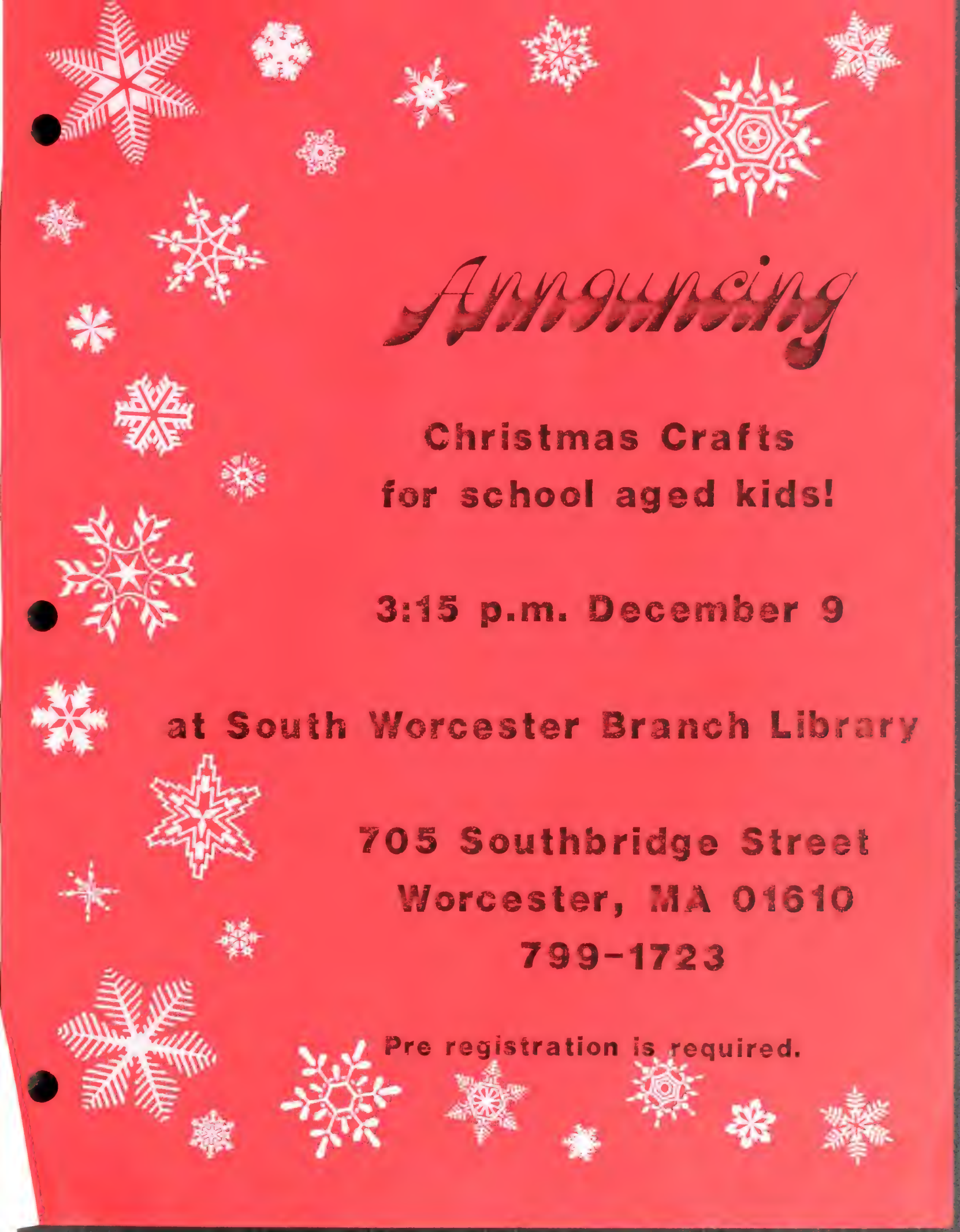
Honored invitees include:

Senator Pamela P. Resor
Senator Karen E. Spilka

Representative Stephen P. LeDuc
Representative Paul J.P. Loscocco
Representative Harold P. Naughton, Jr.
Representative Karyn E. Polito
Representative Patricia A. Walrath

CENTRAL MASSACHUSETTS LIBRARIES LEGISLATIVE BREAKFAST COMMITTEE 2006

2005



Announcing

Christmas Crafts
for school aged kids!

3:15 p.m. December 9

at South Worcester Branch Library

705 Southbridge Street
Worcester, MA 01610
799-1723

Pre registration is required.

BOYLSTON PUBLIC LIBRARY
Board of Trustees Meeting
December 14, 2005, 7:00 p.m.
AGENDA

Call to Order

Approval of Minutes of November 9, 2005

Treasurer's report

Correspondence
- From Town: Annual Meeting warrant closes 3/13/06
  Annual Report due to Town 1/23/06
- To Town: Copy of 1904 deed to 695 Main Street for Church
- From Harvard U. GSD: Library construction seminar announced
- MBL $100 gift in memory of Martha.

Director's report:
- MBLC State Aid for FY 2006 will be $4,462.87
- Judy's '06 summer program awarded $550 by Cultural Council
- Authorization to hire part time employee for Children's room
- Friends are initiating book-delivery for shut-ins
- Copier overhaul completed, $420
- Progress on carpet replacement in Children's room

Old Business

New Business
- Discuss FY'07 operating budget draft due to Town 1/9/06
- Report of meeting with Selectmen of 11/21:
  - -Hillside land survey differed
  - -Meeting set with Hillside Preservation Project
  - -Cost estimate for construction of new library = $6,301,000
  - -Report on talk with MBLC's Anne Larsen

Adjournment

Attachments:
- Minutes of November 9, 2005
- Librarian's report for November
- MBLC report for November
- Children's Room report for November
- "Library looks to Hillside", Banner, Dec 1
- "Library expansion faces new obstacles", Globe, Dec 11

KATUN

Today's plain paper copiers consist of complex optical, mechanical, and

Today's plain paper copiers consist of complex optical, me

Today's plain paper copiers consist of complex o

Today's plain pa ers consist of co

Today's plain opiers consist

From: **Self <nlanghar@cwmars.org>**
To: **Susan_Therriault@msn.com, rrichard@gis.net, marcia@priestleycom.net, ANCY21@charter.net, lettyis@yahoo.com, KLinell@charter.net**
Subject: **BPL Trustee's meeting agenda 12/14/05**
Date sent: **Tue, 13 Dec 2005 18:52:27 -0500**

BOYLSTON PUBLIC LIBRARY
Board of Trustees Meeting
December 14, 2005, 7:00 p.m.
AGENDA

Call to Order

Approval of Minutes of November 9, 2005

Treasurer's report

Correspondence
- From Town: Annual Meeting warrant closes 3/13/06
  Annual Report due to Town 1/23/06
- To Town: Copy of 1904 deed to 695 Main Street for Church
- From Harvard U. GSD: Library construction seminar announced

Director's report:
- MBLC State Aid for FY 2006 will be $4,462.87
- Judy's '06 summer program awarded $550 by Cultural Council
- Authorization to hire part time employee for Children's room
- Friends are initiating book-delivery for shut-ins
- Copier overhaul completed, $420
- Progress on carpet replacement in Children's room

Old Business

New Business
- Discuss FY'07 operating budget draft due to Town 1/9/06

Library Expenses
01-610-5780
December 13, 2005

Report of meeting with Selectmen of 11/21:

-Hillside land survey differed

-Meeting set with Hillside Preservation Project

-Cost estimate for construction of new library = $6,301.000

-Report on talk with MBLC's Anne Larsen

Adjournment

Attachments:

Minutes of November 9, 2005

Librarian's report for November

MBLC report for November

Children's Room report for November

"Library looks to Hillside", Banner, Dec 1

"Library expansion faces new obstacles", Globe, Dec 11

What to Eat

Household slaves prepare beer and bread.

Hold the Ketchup, Hold the Mayo

Unfortunately, ancient Egypt doesn't have any restaurants, so you will have to buy food at the market and find someone to prepare it for you. The food you will get most often is bread. Although kings and nobles have many different kinds of bread to choose from, you will find mainly flatbread. As far as vegetables, you will find lentils, fava beans, peas, leeks, lettuce, cucumbers, radishes, and onions. You will also see seeds and tubers (a kind of root), particularly the tuber from nut grass. You may also eat the shoots, leaves, or roots of several plants. You will not find any sugar here, but honey is used to sweeten food, especially cakes. Dates, figs, melons, pomegranates, apricots, and grapes are popular fruits.

Most folks can't afford meat often, although you will see it on festival days. The locals keep sheep, goats, cattle, and pigs. Aside from farm

BOYLSTON PUBLIC LIBRARY
Board of Trustees Meeting
December 14, 2005, 7:00 p.m.

Minutes

Attendees: Ken Linell, Marcia Priestley, Cathy Richard, Angelo Scola, Sue Therriault; Nick Langhart, director

Guests: Jean Therriault, Karen and Dick Prince, Pat Brissette, Sue Moore

Call to Order: The meeting was called to order at 7:00 p.m.

Approval of Minutes: Motion was made and seconded to approve the minutes of November 9, 2005. Approved.

Treasurer's report: Angelo Scola gave the treasurer's report. $5,999.08 in the account as of today. Motion made and seconded to approve the Treasurer's report. Approved.

Correspondence:
From Town: Annual Meeting warrant opens on Feb.13 for articles and closes on March 13, 2006.

Annual Report due to Town 1/23/06

To Town: Sent a copy of 1904 deed to 695 Main Street to Sue Olsen for her discussion with the first Church.

From Harvard U. GSD: Library construction seminar announced March 20 – 22nd. Emphasis on design and technology. Nick is planning on attending; he will respond to them and get details.

Nick read a letter to the trustees from MaryBeth Litofsky. She enclosed a donation to the library in memory of her mother. Sue Therriault will send a thank you note.

Director's Report: Nick Langhart
MBLC State Aid for FY 2007 will be $4,462.87. This is similar to what has been received in recent years.

Judy's '06 summer program awarded $550 by Boylston Cultural Council.

Nick received authorization to hire part time employee to assist in the Children's room (using money that Cheryl Newcomb is not using--14 hours a week at $9 per hour). Judy has drafted a job description for posting.

Friends are initiating book-delivery for shut-ins to utilize teen group they started in November. More details included in Judy's monthly report.

Copier overhaul completed, $420.

Progress on carpet replacement in Children's room; Nick took up 5 feet closest to wall and foundation. He also washed the floor and is replacing it the old carpet with carpet from his own house.

5. If we do not vote for the funds, what does this do to the expansion? Will we lose state funding?
   - If the funds are not approved, we will be unable to go forward with the construction project. The construction grant that we received from the state for $1,646,xxx requires that we receive the matching funds and town approval by November 7, 2003. If we do not obtain both, we will forfeit the construction grant and will need to begin again. At this point, there are no plans for any future library construction grant monies.

Tax Impact

1. How will this impact my tax bill?
   - Determine which schedule to utilize

Old Business: None

New Business:
Discussion of FY'07 operating budget draft due to Town 1/9/06. Town asked for level funding of expenses and 3% increase in salaries overall. Nick and the trustees will go before the Finance Committee at 6:50 p.m. on Feb. 8 with budget. Motion made and seconded to approve the budget as Nick has presented. Approved.

Sue Therriault made a motion that we move our February 8 trustees meeting to Hillside at 7:30 p.m. Motion seconded and approved. Nick will post the change.

Report of meeting with Selectmen of 11/21:
-Hillside land survey deferred. Selectmen want us to look at the rest of the Hillside property because they want to develop a village around Town Hall. Selectmen also wanted us to talk to Gough House Preservation Project representatives for economies of scale. Sue met with Nel Lazour and Eileen DeCastro. Bottom line – should involve a few more interested people, i.e. selectman, Sue Olson, police. Brainstorming session scheduled for January 16. Selectmen will meet Tuesday, December 20 to discuss what they would like to see done.
-Meeting with Gough House Preservation Project set for Saturday, January 21, 2006 at Hillside.
-Cost estimate for construction of new one story library on an open site estimated at $6,301,000 if begun in 2007. (As per written report from Jonathan Richmond to the director dated December 12, 2005.)
-Report on talk with MBLC's Anne Larsen. The next grant round is expected to be announced in January 2009. A 20% failure rate has been experienced in the present grant round. Construction Committee of MBLC met yesterday. Staff is not going to recommend or support our moving the grant to Hillside because they feel it is sets a bad precedent. Construction Committee suggests we ask our selectmen to re-submit an article for an exemption to the less than 50% increase in size of an addition zoning rule at the next town meeting.

Motion made and seconded to send a letter to the Library Commission Chair, John Arnold, to request that we meet with the Board of Library Commissioners at their monthly meeting on January 5 at 10 a.m. to formally request a 6 month extension of the grant until after the May town meeting, and/or to move the grant to a potential new site. Approved.

Adjournment: Motion made, seconded and approved to adjourn the meeting was adjourned at 8:53 p.m.

- It provides unrestricted dollars, usually for operating expenses.
- It builds your constituency, those who are interested in the prosperity of the library.
- It communicates the mission and goals to the community.
- It opens conversation and invites cultivation.
- It readies the public for a campaign.

A Communication Plan

Libraries need to establish a communications plan for

- Library users
- Community member who are non-users
- Politicians and town representatives
- Other who are invested in your success.

When and How to Hire Fund Raising Consultant

The type of services that consultants provide can be sorted into four categories:

- Capital and special campaigns

Definition: A capital campaign is a process of raising a lot of money from relatively few people over a short period of time.

- Annual campaigns
- Other direct fund raising activities
- Support services

Steps in hiring a consultant:

- Determine the needs of your organization
- Ask around and compile a list of prospective consultants.
- Arrange for face-to-face interviews
- Check references

BOT meeting Notes 12/14/05

ST
AS
MP
CR
KL

N
Pat B
JT
R+K Pinto
S.M

CTO 7:00
Trees $5999.00

Budget → MSP → to Bacco

→ 7:30 Hillside 2/8 mtg POST

7:30 NB:
review of 11/21 mtg, cancell. this Tuesday at 7:00/
Talk to Gough Committee. ST has talked to DiCostanzo he could
add other participants. mtg in January 06. Selectmen will
discuss at 12/19. Hillside plan passed around.
CR - what good will Gough? ST - they have use of pool to discuss
leveraging strengths
ST - no site. KL they do not agree. Comments about unsuitability
of Hillside

Jan 5 10:00 MBLC meeting
- Comm ed session request for ...
Dilemma of whether to go for exemption on 695 ~~debt~~ or
push for 70/- for contents of 12/20 letter to Arnold.
- ST to talk to SC then re MBLC

Mon 12/19 or maybe 12/20 race for Selectmen. 7:30 M.

253

Benefit Eligible
Boylston Town & School Employees
Important Employee Voluntary Benefit Information

Disability Insurance Offered through the Town is Available on Monday, December 12th With NO Medical Questions!!

TOWN MUNICIPAL OFFICES (221 MAIN ST.) 9:30-11:30
HIGHWAY DEPARTMENT 12:30-2:30
SCHOOL DEPARTMENT (CAFETERIA) 3:00-5:00

All Benefit Eligible Employees Qualify! One Time Only!

- ***Disability Income Protection*** –One of your most important assets is your ability to earn a paycheck. This plan provides financial security should an accident or sickness result in a disability. You design the plan and make it as comprehensive and affordable as needed. **Maternity benefits are included for both pre & postpartum!**
  (See representative for details)

The #1 reason American families lose their homes is due to Disability.

Start protecting your paycheck today!

Our Colonial Representative is:

Ben Graves
(508)-757-9205 or 1-800-833-3429
ben.graves@coloniallife.com

Be sure to take advantage of this *one time opportunity* by seeing Mr. Graves during the times listed above or contact him directly to setup an appointment.

BOYLSTON PUBLIC LIBRARY
Board of Trustees Meeting
November 9, 2005, 7:00 p.m.
AGENDA

Call to Order

Approval of Minutes of October 12, 2005

Treasurer's report

Director's report

Library:

State Aid report mailed to MBLC October 21
Request for procedure to hire fill-in for Cheryl N's hours
Friends of Library: Eagle Scout used book drive
Organizational meeting of teens
Holiday Party set Sat, Dec 13
Recent DVD thefts from children's room
Library closed Nov 11 holiday; Paula's 'maternity' leave

Building:

Back door repaired
Replace children's room carpet?
Grant extension request sent to MBLC, to Jan 15, 2006
Bond bill passage pending

Old Business

New Business

Trustee reports on potential building sites

Adjournment

From: **Self <nlanghar@cwmars.org>**
To: **SATherriau@aol.com, rrichard@gis.net, marcia@priestleycom.net, ANCY21@charter.net, lettyis@yahoo.com, KLinell@charter.net**
Subject: **BPL Trustee's meeting agenda 11/9/05**
Date sent: **Tue, 08 Nov 2005 13:02:41 -0500**

BOYLSTON PUBLIC LIBRARY
Board of Trustees Meeting
November 9, 2005, 7:00 p.m.
AGENDA

Call to Order

Approval of Minutes of October 12, 2005

Treasurer's report

Director's report
- Library:
  - State Aid report mailed to MBLC October 21
  - Request for procedure to hire fill-in for Cheryl N's hours
  - Friends of Library: Eagle Scout used book drive
    Organizational meeting of teens
    Holiday Party set Sat, Dec 13
  - Recent DVD thefts from children's room
  - Library closed Nov 11 holiday; Paula's 'maternity' leave
- Building:
  - Back door repaired
  - Replace children's room carpet?
  - Grant extension request sent to MBLC, to Jan 15, 2006
  - Bond bill passage pending

Old Business

Friends of the Boylston Public Library
"TEENS GROUP"

ome join the "teens group" with the Friends of the
oylston Library. We will be holding an informational
eeting on Nov. 10th at 6:30 pm at the Boylston Library.
e are looking for "teens" who are creative, fun and like
orking with children as well as adults. If you are
terested and are 12 years of age or older please join us.
e will be meeting periodically to brainstorm on new
eas, discuss up coming programs, events and projects.
you would like more info please contact either Sarah
heinfein at 869-0317 or Jen McGrath at 869-2407

New Business

Trustee reports on potential building sites

Adjournment

Attachments:

Minutes of October 12, 2005
Librarian's report for October
MBLC report for October
Children's room report for October
Friend's minutes of November 3, 2005
"75M library aid bill lauded", T&G 10/21
Centralities

Friends of the Boylston Public Library
"TEENS GROUP"

ne join the "teens group" with the Friends of the
lston Library. We will be holding an informational
ting on Nov. 10th at 6:30 pm at the Boylston Library.
are looking for "teens" who are creative, fun and like
king with children as well as adults. If you are
rested and are 12 years of age or older please join us.
will be meeting periodically to brainstorm on new
as, discuss up coming programs, events and projects.
ou would like more info please contact either Sarah
einfein at 869-0317 or Jen McGrath at 869-2407

BOYLSTON PUBLIC LIBRARY
Board of Trustees Meeting
November 9, 2005, 7:00 p.m.

Attendees: Ken Linell, Marcia Priestley, Letty Ridinger, Cathy Richard, Angelo Scola, Sue Therriault, Nick Langhart, director.

Guests: Karen and Dick Prince, Jean Therriault, Sue Moore

Call to Order: Sue Therriault called the meeting to order at 7:02 p.m.

Approval of Minutes: Motion made and seconded to approve minutes of October 12, 2005

Treasurer's report: Angelo Scola gave the treasurer's report, $5,987.64 in the account. No activity. Motion made and seconded to approve. Approved as submitted.

Director's report: Nick Langhart
Library:
State Aid report mailed to MBLC October 21- barely made 20% of budget for materials expenses because of other costs.

Nick asked for the procedure to hire fill-in help because of Cheryl Newcomb's reduced hours from Sue Olsen. She has only been averaging 3 to 3 ½ hrs. per week and it is budgeted for 10 hours. He'd like to advertise for a temporary part-time person. No response yet. Dick Prince said personnel board is only advisory and does not have any responsibility for hiring and Sue Olson can approve this.

Friends of Library: An Eagle Scout will solicit, organize and sort books this fall for the Memorial Day used book sale. An organizational meeting of teens will be held Nov. 10th at 6:30 p.m.
The Holiday Party is set for Sat. Dec. 3

Recent DVD thefts from children's room – gradual attrition. Nationwide problem. Moved DVD's up to main lobby area to help curtail this

Library will be closed for Nov 11th holiday; Paula's 'maternity leave' will begin then and last a week. Library will also be closed on Christmas Eve day and New Year's Eve day (both Saturdays).

Building:
Back door repaired.

Replace children's room carpet? Recent rains have created a mildew situation in the south part of the basement. 77 sq. yds is now carpeted; $2300 - $2800 is estimated to replace it. Nick will come back to us with a recommendation.

Grant extension request sent to MBLC, effective to Jan 15, 2006.

The $75M bond bill for the construction of wait-listed libraries may be approved by the legislature soon. This may enable the MBLC to begin a new grant round much sooner than expected and we may want to take advantage of this.
Margo Richardson called re: surveying the portion of property at Hillside that the library is seeking. Land surveyor wants more guidelines and needs to get back to Nick. The triangle of about 4 acres is bounded by Rt. 70, the driveway and the power lines. We want to know of any difficulties with this land before we move ahead.

COME PLAY

Boylston Trivial Pursuit

Come and cheer on your favorite team with host Bill Dupuis

Boylston Historical Society

November 3, 2005

7:30 P.M.

Everyone Welcome

Old Business: None

New Business:
Trustee reports on potential building sites. Three areas identified: property at Hillside on Rt. 70; purchase 1 Scar Hill Rd. and build on existing site; other possible sites.

Hillside: Margo Richardson agreed to get land surveyor. Surveyor has contacted Nick to get boundaries. Seems like a good location because Selectman have offered it to us. Near center of town, accessible, right land size. Abutters are Frito-Lay and N-Star. Need to check out power lines and regulations around them. Positive aspect: we could build a one-story building with no cellar, elevators, etc. We need to get answers from Sue Olson and selectman (in writing) and we need to know the process for acquisition (in writing).

Current site with purchase of 1 Scar Hill Rd.: Looked into staying on current site. Positives – "great site" BUT in going forward, we are still stuck with the >50% increase issue on zoning and we still may have set back issues. If the town buys the property, that will add more than $450K to the project. So we cannot utilize this site. Ray Duffy (ZBA and Planning Board) said we should approach the ZBA and Planning Board to get a letter from them saying we could not build on this site because the project was previously rejected because of the 50% rule. Ann Larsen supports the project on this property, but the 50% zoning rule precludes this.

Other possible sites: Renovation of the inside of this building could be done, but it would not meet the grant size requirement. Hillside seems a better option. A joint library with Tahanto or with Berlin was considered. Don't feel combined library works – too much bickering. There is no practical site to put it on. It would be too far from the center of town. Too many funding issues with Tahanto as a regional school district. Town House (another site)– built in 1920's is actively used. Would have an abutter situation. Recommendation by Letty and Cathy: new construction at another site (Hillside) would be most efficient.

Bottom line – By next trustees meeting, pursue Hillside in earnest; get things in writing. Sue Therriault will talk with Sue Olsen tomorrow re: Hillside and what the process will be to secure that site. Nick will contact Anne Larsen and Rob Maier to see if we can set up a meeting re: the possibility of transferring the grant to the Hillside site and what degree of plan development is needed prior to a presentation to the Library Commissioners of this request. Then (probably after trustees next meeting) we will meet with Harriet Chandler and Hank Naughton to enlist their aid if we decide to pursue transferring the grant.

Adjournment: The meeting was adjourned at 9:10 p.m.

COME PLAY

Boylston Trivial Pursuit

Come and cheer on your favorite team with host Bill Dupuis

Boylston Historical Society

November 3, 2005

7:30 P.M.

Everyone Welcome

BOT Meeting Notes 11/9/05

Treas: $ 5897.64

DIRECTOR:

Cheryl: RP – no response, only Advisory (Pres Bd) – SO can OK.

S.M. Berlin for teens (LR: know that)

DVD thefts – cases locked

CR mtg – or Lewisboro. Investigate then recco to BOT
take up 10'

KL – the moisture-proof flat floor title-like. "Lonsinite"

→ LR – Success rate of post grant round (ongoing)

NB:

ST on 70/ may need to talk to Gough –

clutters: Fuito-Loy + NStar

No Variances to ask for. (?)

Regs re power lines.

1 story no cellar, no elev.

Disc of Stadtler's Village – our constraints, need for "our" site in a timely way. MP – Nail down the Selectmen. – if it's ours, what do we need to do. MP get in writing

6:00

Proceedings of Town Meeting Nov. 7, 1899. Contd.

Hastings. The income of the remainder of said fund for the purchase of books for the Public Library of Boylston and it is further provided that, if at any time said Town of Boylston shall erect a building for use as public library then the whole of this fund except that portion set apart for the care of Cemetery lot above-mentioned may be applied by vote of the Town to the construction of said "building". (Will allowed September 12, 1899)

Voted to accept the devise made to the Town of Boylston under the Will of Pamelia M. Sanderson late of Clinton deceased upon the terms and conditions therein set forth and also voted to abate the taxes on said property for the current year. and further voted that the Selectmen and Library Trustees be requested to return the acknowledgements and thanks of the Town in proper form to the Executor of the Will of said deceased.

Article 3. Voted that the Selectmen and Town Clerk be a Committee to select a device for, and prepare and provide a suitable seal to be known and used as the Town seal of the Town of Boylston agreeably to the requirements of Chapter 256 of the Acts of the General Court of the year 1899.

Article 4. Voted that the Selectmen be authorized and empowered to sell and dispose of the School House property in the Sawyers Mills and Northeast districts to the Metropolitan Water Board, to the best possible advantage and to sign, execute, acknowledge and pass all necessary and proper deeds for the sale of the School House property in the

MP + KL on present site:
good site – bldg inspector + others w the 50% issue,
the setback issues. $ burden of SM purchase.
"can't go forward w this lot" - KL. Ray Duffy
→ says to get letter from PB + ZBA to MBLC to justify.
(we write). Chgng the 50% rule? SM challenges the
KL assmes. Ought to look at other sites

CR – other options: Fix up this place. But no space, still need elevator, etc.
joint w HS or w other town (which doesn't work). No "center
w Berlin (for a site). RegionalHS funding too hard. New
Site seems best.

AS: East woods? Old Tn Dumpsite? Tn Hse?

KL: 10 acre site on Rt 140 water Dept site to be for sale – by
Water supply. + land cost? Should pursue?
↳ map #7

8:30

ST on process w MBLC on portability Need agreement on
using $ 20/ in writing View "Business Dev Comm" as a
screening comm w proposal before PB + ZBA.
Hillside/20 only option.
→ Set mtg w RM + AL at 695. + to see 20/, get what's needed
for steps to present a new site to MBLC. ~~then~~ By early Jan?
Pros + Cons of portability + New grant. By now + 12/9 get
→ RM + AL here. Also get Town's acquisition process
Disc of using someone's plans. AS – perk it soon; frost.

9:10

Popular Subscription Service

P.O. Box 1566
Terre Haute, Indiana 47808-1566
Phone: (812) 466-1258
Toll Free: (800) 426-5038
Fax: (812) 466-9443
e-mail: *sub@buypss.com*
Visit our website: *www.popularss.com*

March 11, 2002

Nick Langart
Boylston Pub Lib
Boylston Ma 0la505-1399

SUBJECT; Duplicates/Several

We have received your recent correspondence concerning subscription problems.
We have supplied this information to the publishers for proper handling.
Please allow 4-6 weeks for a reply.

If you have any further questions or problems, please contact us as soon as possible.

Please supply your e-mail address if available.
Cordially,

Popular Subscription Service

BOYLSTON PUBLIC LIBRARY
Joint meeting of Board of Trustees,
Boylston Public Library Foundation
Friends of the Boylston Public Library
October 12, 2005, 7:00 p.m.
MEETING AGENDA

Call to Order

Report from Foundation

Report from Friends

Approval of minutes of September 14, 2005

Treasurer's report

Director's report
- MBLC fundraising seminar set for November 5
- Fall newsletter mailed September 30
- Ceiling panels re-secured in Children's Room
- Report on Farmathon at Tower Hill
- Paula on vacation week of October 16 → 9 days or 4 d forward appt Wed 10/26
- Thanks to Jean T for production of notice postcards

Old Business
- Authorization of grant extension request to MBLC
- Consideration of re-application to ZBA

New Business

Adjournment

Attachments:
- Trustee meeting minutes of September 14, 2005
- Librarian's report for September
- Children's Room report for September ← MBLC report for appt
- Announcement of MBLC fundraising seminar

From: **Self <nlanghar@cwmars.org>**
To: **SATherriau@aol.com, rrichard@gis.net, marcia@priestleycom.net, ANCY21@charter.net, lettyis@yahoo.com, klinell@charter.net, MRLinell@charter.net, scheinfein@charter.net**
Subject: **BPL Agenda for joint meeting, October 12**
Date sent: **Fri, 07 Oct 2005 17:20:50 -0400**

BOYLSTON PUBLIC LIBRARY
Joint meeting of Board of Trustees,
Boylston Public Library Foundation
Friends of the Boylston Public Library
October 12, 2005, 7:00 p.m.
MEETING AGENDA

Call to Order

Report from Foundation

Report from Friends

Approval of minutes of September 14, 2005

Treasurer's report

Director's report
- MBLC fundraising seminar set for November 5
- Fall newsletter mailed September 30
- Ceiling panels re-secured in Children's Room
- Report on Farmathon at Tower Hill
- Paula on vacation week of October 16
- Thanks to Jean T for production of notice postcards

Old Business
- Authorization of grant extension request to MBLC
- Consideration of re-application to ZBA

New Business

Adjournment

Attachments:

Trustee meeting minutes of September 14, 2005
Librarian's report for September
Children's Room report for September
Announcement of MBLC fundraising seminar

BOYLSTON PUBLIC LIBRARY
Joint Quarterly Meeting of Board of Trustees
Boylston Public Library Foundation
Friends of the Boylston Public Library
October 12, 2005, 7:00 p.m.
Minutes

Attendees: Sue Therriault, Angelo Scola, Nick Langhart, Letty Ridinger, Cathy Richard, Ken Linell, Maureen Linell, Sarah Scheinfein

Guests: Donna DiPilato, Jean Therriault, Karen and Dick Prince, Art and Susan Moore

Call to Order – The meeting was called to order at 7:00 p.m.

Approval of Minutes - motion was made and seconded to approve the minutes of September 14, 2005. Approved.

Report from the Foundation – Maureen R. Linell brought us up to date on Foundation activity since the last quarterly meeting, including their upcoming elections at the annual meeting next week.

Report from the Friends – Sarah Scheinfein reported the Friends have several projects in motion meant to welcome new members to the library. Among these, young teens (6^{th}-8^{th} grades) will be invited to contribute to the Friends by assisting at the library with organizing younger children, updating library contact information, reading at Story Hour, and generally assisting the staff. Other possible Friends' projects include developing/distributing informational packets for new residents with gift passes, etc., a new Friends book, a holiday party in December, and a used book drive by Eagle Scout candidate Jon Heslin for his community service project.

Treasurer's report – Angelo Scola gave the treasurer's report, $5,987.07 in account as of today. Motion made and seconded to approve the Treasurer's report as submitted. Approved.

Director's Report – Nick Langhart
Library:
There will be a MBLC fundraising seminar at Devens November 5, 2005
The fall newsletter was mailed at a cost of only $233 with some help by Marcia Priestley.

Building:
Loose ceiling panels in the Children's Room were re-secured.
The town maintenance man must check the furnace again.
The new (used) air conditioner repair will be put off until a more appropriate time.

Old Business

Motion made and seconded to authorize the director to request an extension of the construction grant to the MBLC to January 15, 2006. Approved.
Re-application to the ZBA with the plans showing the addition moved forward toward Main St. was considered and tabled until more questions are answered.

New Business
Nick reported he has spoken with the MBLC about the portability of their grant to a revised project within the parameters of the existing program, and was advised the town should do everything possible to try to continue at the current site. All reasonable options must be explored with further discussion at the next Trustees meeting

Adjournment – The meeting was adjourned at 8:44 p.m.

CHRISTMAS HORSE ORNAMENT SUPPLIES

INSTRUCTOR: PEG ST. JOHN

GLUE GUN
PENCIL
SCISSORS
5 WINE CORKS
VERY SHARP STEAK OR PARING KNIFE

31 Long Leaf Road
Boylston, MA 01505
October 8, 2005

10/19/05

Louise Rame
620 Main Street
Boylston, Ma 01505

Dear Ms. Rame,

I received your note at our last Trustees meeting on Wednesday September 14 and felt that response was due.

The Banner article left you with the impression that citizen input was being sought only at a late stage in the project. This is not the case. During the ZBA meeting, it was stated that a citizens group had done significant project research and been ignored by the Trustees. The Trustee`s response as cited in the article was a request to establish contact with that group. To date, no such group has yet made contact and there is no way to contact them because they were not named. My letter to the editor in the following Banner edition was intended to clarify this point.

In fact, the project began and has been developed with community involvement in a number of ways:

- A Needs Committee was formed in 1999 as the first step of the project to solicit public opinion and input
- A citizens survey was taken to obtain input on location and features
- Several open house / information sessions and presentations were held in 2003
- More information sessions for invitees and their guests were held in 2002, 2003 and 2004
- A Building Committee was formed comprised of interested citizens was next formed
- All Trustee, Needs Committee, and Building Committee meetings have been open, posted at town hall, and attended by the public
- Drawings and a model of the project are on display at the Library
- The Architect's model of the addition has been displayed at town and board meetings
- Library project issues are placed in the warrant ahead of all town meetings
- Presentations were made at town meetings
- Two town meetings confirmed the favorable opinion of the townspeople
- The Library website has an entire section dedicated to the Addition project
- A letter writing campaign to the ZBA and Planning Board in support of the project was completed
- The Library Newsletter, sent to all households, carries a status and update of the project
- The Foundation regularly contacts its membership to attend town board meetings. It carried out a special Capital Campaign to obtain funds specifically for this project
- The Librarian continually fields questions relating to the addition project
- The media including the Banner, Worcester Telegram and the Globe have covered the project. These clippings are posted at the Library

If I think about other projects in town I cannot think of another one that has had more public input and promotion than this one.

We are not under construction at this point because we were denied the variances needed to place the addition on the existing lot. We were led to believe that obtaining variances and special permits would not be a problem.

You write that there has been negligence. Over the past six years, those involved including the Trustees, Needs Committee, Building Committee, Foundation and Friends, have been involved every day, donating literally thousands of hours of volunteer time to develop, promote, fund and manage this effort. These citizens continue to give their time and attention to the project. Experts such as our Attorney, Architect, Engineer,

Project Manager and Interior Designer were employed as appropriate. Contacts with State boards and town boards and officials continue. All of the reports and regulations demanded by the State have been completed and complied with. If you know of a specific incident of negligence, I would urge you to tell me what it was.

You also write that the Trustees have been wasteful with funds given by the town. Once it became clear that we would have difficulty with the permitting process, all of the experts hired were put on hold. Only the Architect was employed to produce a set of drawings requested by the ZBA. The Trustees are currently working with the State to determine if it can retain its Construction Grant despite the difficulties. Once again, if you know of a specific incidence of waste I would urge you to tell me what it was.

Thank you for your letter. I hope that I have provided background information that highlights key events in the library project over the past several years.

Sincerely,

Susan A. Therriault
Chair, Boylston Public Library Trustees

BOT Meeting Notes 10/13/05

Fdn: MRL – New slate officers for Annual mtg need cat 26?)
new Corporators, etc. Jim Conklin: BB+DD:P received $ from
(NP on attending Fdn mtg – no)

Friends:

Teen Friends of lib 4/10 6-7-8 grades, Kate in
Bonner, notes to schools going out. Some interest
already shown. Help of story hours, etc., delivering
bks to elect-mts- ~~etc~~ have them elect officers, mtg at
BK sale, some $. Advise on book selection.
Parents contact 6/26 here, parties or social etc.
to adopt a day 10/23 1-3pm, Lake to have BOT det in Spring.
Holiday party 12/3 or 10, SAT
Info packets for new families, w/ Folders w/ times, etc.
some coupons, TH, etc. website, read appl. To do by Jan 1.
Eagle Scout Jim Heslin book drive explained, (can't)
way to honor Friends: BK sale pre-sale, discounts.

(3) ST –
AS –
LR –
CR –
KL –
NL
JT –
A.M., S.M.
R+K Pmce-
S.S. –
MRL –

7 22 Minutes of 9/14 MSP

Treas $5,987.07

Dir

1) MSP for $ to Library
2) Asking for re-presentation of revised plans. Deferred re: Probably
→ 'cause of Sue Gibson unavailable till next week. (Expl of probability
reluctance at MBLC) ST – maybe next w/ R.Mann+AL first.
CR – 4/5's for acheany on 4 variances. KL why vote on this now? Kep

LIST FIELDS OF KNOWLEDGE AND/OR TECHNICAL SKILLS

B. INDIVIDUAL DEVELOPMENT PLAN

NEEDS/OBJECTIVES (List not more than three)	DEVELOPMENT/TRAINING ACTIVITIES	COMPLETION TARGET DATE

C. QUARTERLY TRACKING

ACTIONS TAKEN	RESULTS	COMPLETION DATE

D. SIGNATURES

SUPERVISOR'S SIGNATURE/DATE	EMPLOYEE 'S SIGNATURE/DATE

all options open, take time. AS concurs. LR: where to go from here?
ST - only salvageable is the Lib program (15 yrs). Design all from scratch. Every site different, needs an study. LR after more info - do we have a decision? LR - mtg w/ Norton & Chandler to help move $. ST to recruit N+C. LR How long will it take? LR on $. what's pay-back (Dist of $ spent to date) list 2/23/05. LR: ST Need to strategize about how to approach MBLC-, for them to help us out of this. CR - only can salvage $5000 Bryan report. ST: Options need to be explored. LR go elsewhere? ST. Smithtown skeptic Hillside. KL - help from S. Olson site). LR - go back to N+C then Olson?. selling N+C on another site. then meet w/ MBLC.
(DISC of TH + Police Sta at Hillside sites, also the frontage at TC.)
LR - what about other sites? ST: looking at ... need to ck Herb Cummings Co. Mfg Com.
CR + LR - Site none: ST Hillside, Gayle Hse - police Sta ... Berlin not fmt proposal. (Hamilton-Waterman - LR says it doesn't work). KL on Berlin's troubles. ST - looking at other town parcels, mostly landlocked, or tiny.
ST & Sew Box Borough PL, new, visible & accessible on Rt 160. 11,000 sf on floor.
CR - what about Yalanto? KL - talk w/ Roger Deal, its politically complex as a regional sch, cost allocation too complex. LR - possibilities - ST we'll be questioned on how we studied each suggestion, so have to investigate. 3-5 sites. CR - could stay here.. LR too small. LR - So who looks at these sites? ST we can agree on top sites, get idea from Smith on Fdn to help research. 3 options: renovate, replace exp here, get new site. LR: what other sites? Light Dept. do not recall others. LR - So Fdn folks will search? Good. LR hate to see a move, within town waste the $. CR got to look beyond this bldg. LR - worth it to get $ transfer & reduce

AS: Next is SO mtg? yes. ST mtg w/ PM + AL - what do for Commissioners? ST ask AL + PM to come to Trustees

LIST FIELDS OF KNOWLEDGE AND/OR TECHNICAL SKILLS

B. INDIVIDUAL DEVELOPMENT PLAN

NEEDS/OBJECTIVES (List not more than three)	DEVELOPMENT/TRAINING ACTIVITIES	COMPLETION TARGET DATE

C. QUARTERLY TRACKING

ACTIONS TAKEN	RESULTS	COMPLETION DATE

D. SIGNATURES

SUPERVISOR'S SIGNATURE/DATE	EMPLOYEE 'S SIGNATURE/DATE

ST: Anyl we'll have top alt sites ready for discs. No point in talking w/ ZBA or Plg Bd. ST Plg Bd is in continuance – what to put in suspension. Ideas of renaming this Bldg. Nathan to postpone 4/5 vote w/ ZBA + Plg + terminate w/ PB.

LR – what next in next month? ST. Upon mtg w/ SB, I'll sent memo to all. LR – plan have ideas explored for next mtg.

SM remember our home after ...

8:44 Adjourn

TOWN OF BOYLSTON
EMPLOYEE PERFORMANCE APPRAISAL

Name:		Due Date:	
Title:		Date Completed:	
Grade:		Department:	

A. SKILL RATINGS (Indicate with an "X" in the appropriate box the employee's current use of each skill)

SKILLS	NOT RATED AT THIS TIME	IMPROVEMENT NEEDED	FULLY EFFECTIVE	SUPERIOR SKILL
COMMUNICATION / INTERACTION				
1. Interpersonal skill/customer service orientation				
2. Leadership/influence/negotiation				
3. Teamwork				
4. Oral communication				
5. Written communication				
Comments:				
MANAGEMENT				
6. Analysis/decision making				
7. Planning/organizing				
8. Delegation/follow-up and control				
9. Employee development/maximizing performance				
10. Attention to detail				
Comments:				
PERSONAL				
11. Initiative/motivation				
12. Creativity				
13. Flexibility				
14. Judgment				
Comments:				

Boylston Public Library
Board of Trustees
September 14, 2005, 7:00 p.m.
MEETING AGENDA

Call to Order

Approval of Minutes of August 10, 2005

Treasurer's report
- Priestley donation toward bookmark cost

Correspondence
- Thank you from Paula Peterson

Director's report
- Website: 'Addition' section rewritten, posted
- State 'Annual Report & Information Survey (ARIS) done 8/26
- Payroll being converted to 'Excell' format
- Trustee/Friends conference, October 29

Old Business
- Building status re: Planning and ZBA

New Business

Adjournment

Attachments:
- Trustee meeting minutes of August 10, 2005
- Librarian's report for August
- MBLC construction report for August
- Children's Room report for August
- Announcement of 10th Annual Conf of MLTA and MFOL
- 'New library in limbo' -Banner, September 1
- 'Trustees look for...guidance' (letter) -Banner, Sept 8
- Centralities

From: **Self <nlanghar@cwmars.org>**
To: **SATherriau@aol.com, rrichard@gis.net, marcia@priestleycom.net, ANCY21@charter.net, KLinell@charter.net, Lettyis@yahoo.com**
Subject: **Library Trustees Meeting Agenda 9/14/05**
Date sent: **Tue, 13 Sep 2005 11:42:25 -0400**

Boylston Public Library
Board of Trustees
September 14, 2005, 7:00 p.m.
MEETING AGENDA

Call to Order

Approval of Minutes of August 10, 2005

Treasurer's report
Priestley donation toward bookmark cost

Correspondence
Thank you from Paula Peterson

Director's report
Website: 'Addition' section rewritten, posted
State 'Annual Report & Information Survey (ARIS) done 8/26
Payroll being converted to 'Excell' format
Trustee/Friends conference, October 29

Old Business
Building status re: Planning and ZBA

New Business

Adjournment

Attachments:

Name	Address	Ward	Precinct	Occupation	Date of Birth	Nationality	Party
ROSSOW, DAVID W	255 MILE HILL RD	0	1	BUSINESS MGR.	02/01/1950		R
ROSSOW, SCOTT W	255 MILE HILL RD	0	1	TRHS 11	01/18/1985		
ROY, MARILYN L	420 EDGEBROOK DR	0	1	CLAIMS REP	03/24/1941		U
ROZAK, BENJAMIN CHARLE	128 WARREN ST	0	1	COLLEGE	05/21/1981		U
ROZAK, BERNADETTE S	128 WARREN ST	0	1	PHARMACIST	04/11/1970		R
ROZAK, CHARLES T	128 WARREN ST	0	1	PHARMACY DIR	09/21/1953		R
ROZAK, GREGORY L	128 WARREN ST	0	1	VOKE 12	04/23/1984		
RUCHALA, STEPHAN E JR	486 MAIN ST	0	1	LOAN OFFICER	02/27/1968		R
RUDAT, KEVIN ALAN	205 EDGEBROOK DR	0	1		04/29/1972		U
RUDOLPH, NATALIE S	144 MILE HILL RD	0	1	SCIENTIST	05/22/1952		U
RUP, CYNTHIA LEE	103 NICHOLAS AVE	0	1	RESEARCH SCIENT	04/12/1961		U
RUSKEY, BERNADETTE E	615 EDGEBROOK DR	0	1	INSUR.AGENT	07/16/1950		D
RUSSELL, LESLEY A	608 EDGEBROOK DR	0	1	ADMINISTRATOR	01/05/1959		U
RYAN, MICHAEL J	462 CENTRAL ST	0	1	GENERAL MGRG	10/02/1961		U
SABIN, MARY H	39 SEWALL ST	0	1	RETIRED	05/19/1935		U
SABIN, WILLIAM F	39 SEWALL ST	0	1	RETIRED	07/08/1931		U
SAKSHI, MATHRANI PUNJAE	79 STILES RD	0	1	WORKER	06/29/1973	INDIAN	
SALARNO, DINA K	60 ETHAN ALLEN DR	0	1	WORKING	01/08/1969		U
SALERNO, ROBERT J	60 ETHAN ALLEN DR	0	1	WORKING	05/27/1965		
SALVI, RODNEY DALE	483 CROSS ST	0	1		12/05/1981		U
SAMPSON, DAVID W	248 MILE HILL RD	0	1	CORP ACCT MGR	11/19/1942		R
SAMPSON, TRUDY J	248 MILE HILL RD	0	1	MARKETING MGR	12/13/1949		U
SANDERS, DONALD F JR	111 MILL RD	0	1	FEDEX OPERATOR	11/29/1973		U
SANDERS, MARION J	130 NICHOLAS AVE	0	1	HOUSEWIFE	08/17/1920		R
SANGINARIO, LISA E	72 STILES RD	0	1	HOUSEWIFE	09/25/1963		U
SANGINARIO, MARK A	72 STILES RD	0	1	SOFTWARE ENG	08/12/1961		U
SANTOLUCITO, KELLY G	266 MAIN ST 2	0	1	GRAD.SCHOOL	11/14/1976		U
SANTOLUCITO, PAUL A	266 MAIN ST 2	0	1	UMASS MEDICALSC	09/21/1975		U
SARGENT, JOHN P	75 CENTRAL ST	0	1	PLASTER CONT	06/28/1965		U
SARGENT, LINDA M	485 CENTRAL ST	0	1	PSYCHOLOGIST	03/18/1943		D
SARGENT, LISA M	75 CENTRAL ST	0	1	JR ACCOUNTANT	10/29/1968		
SARGOOD, JANET L	15 HERITAGE LN B	0	1		01/23/1934		R
SARID, ABHIJIT	19 KNOB CONE DR	0	1	ENGINEER	11/01/1966	INDIA	
SARNO, BRETT M	30 STILES RD	0	1	TEACHER/COACH	02/20/1972		U
SARNO, GERALD D	30 STILES RD	0	1	ARCHITECT	10/24/1942		U
SARNO, JUDITH A	30 STILES RD	0	1	ADMINISTRATOR	01/24/1943		D
SARSFIELD, AMY L	400 MAIN ST	0	1	COSMETOLOGIST	02/23/1973		R
SARSFIELD, PAUL V	400 MAIN ST	0	1	CARPENTER	10/15/1971		R
SATISSARAT, LINDA A	22 ETHAN ALLEN DR	0	1	CLERK	03/06/1951		U
SATISSARAT, RUT	22 ETHAN ALLEN DR	0	1	DISABLED	12/27/1947		R
SAUER, AMANDA M	17 DIAMOND HILL AV	0	1	TRHS 12	04/02/1984		
SAUER, DONNA M	17 DIAMOND HILL AV	0	1	CAFETERIA WRKR	08/18/1959		U
SAUER, ELEANOR G	60 DIAMOND HILL AV	0	1	RETIRED	01/15/1934		U
SAUER, GAYLE M	444 CENTRAL ST	0	1		04/05/1956		U
SAUER, JEAN M	50 DIAMOND HILL AV	0	1	TEACHER	11/03/1961		U

Trustee meeting minutes of August 10, 2005
Librarian's report for August
MBLC construction report for August
Children's Room report for August
Announcement of 10th Annual Conf of MLTA and MFOL
'New library in limbo' -Banner, September 1
'Trustees look for...guidance' (letter) -Banner, Sept 8
Centralities

Name	Address	Ward	Precinct	Occupation	Date of Birth	Nationality	Party
RICHMOND, BONNIE A	21 LEDGEWOOD DR	0	1	HOUSEWIFE	01/31/1944		U
RICHMOND, DIANE M	683 CROSS ST	0	1	ART DIRECTOR	11/18/1960		D
RICHMOND, JONATHAN A	683 CROSS ST	0	1	ARCHITECT	07/07/1955		D
RICHMOND, TAMMY J	21 LEDGEWOOD DR	0	1	PRVT SCHOOL	09/16/1978		
RICKEL, PENELOPE A	5 SCAR HILL RD	0	1	PUBLISHING	07/11/1956		U
RIDA, EUGENE A	19 SMALLWOOD CIR	0	1	RETIRED	12/22/1935		D
RIDA, EVELYN	19 SMALLWOOD CIR	0	1	HOMEMAKER	03/08/1939		
RIDDLE, BRENT A	386 SCHOOL ST 3	0	1		11/07/1977		U
RIDINGER, LETTY S	106 A SHREWSBURY S	0	1	JOURNALIST	02/06/1952		U
RIDINGER, MICHAEL R	106 A SHREWSBURY S	0	1	ENGINEER	04/22/1952		U
RIDINGER, SETH M	106 A SHREWSBURY S	0	1	TRHS 12	08/07/1983		
RIDINGER, SONDRA L	106 A SHREWSBURY S	0	1	COLLEGE	08/24/1980		U
RILEY, KIMBERLY M	254 SCHOOL ST	0	1	MGMT	08/02/1958		R
RILEY, RICHARD B	254 SCHOOL ST	0	1	HARPSCHRD MKR	04/23/1961		U
RILEY, WILLIAM F	183 MAIN ST B	0	1	WORKER	06/11/1956		U
RIMKUS, MARTHA E	927 EDGEBROOK DR	0	1	R.N.	09/17/1965		R
RINKER, MARY J	119 CENTRAL ST	0	1	HOUSEWIFE	10/17/1943		U
RINKER, MICHAEL J	119 CENTRAL ST	0	1	BERKLEE COLLEGE	08/24/1981		
RINKER, THOMAS A	119 CENTRAL ST	0	1	CPA	07/02/1945		D
RIVARD, CLARE A	1 BIRCHWOOD DR	0	1	NURSE	07/18/1942		D
RIVARD, JACK	1 BIRCHWOOD DR	0	1	MAINT.	09/02/1939		U
RIVARD, JOEL T	1 BIRCHWOOD DR	0	1	MUSIC TEACHER	09/08/1968		U
ROACH, BARBARA J	9 BOULDER WAY	0	1	HOUSEWIFE	05/21/1964		U
ROACH, VINCENT A	9 BOULDER WAY	0	1	CONSTRUCTION	04/06/1958		U
ROBIDOUX, NANCY M	16 ROSEBERRY DR	0	1	OFFICE MGR	08/04/1946		U
ROBIDOUX, SCOTT J	16 ROSEBERRY DR	0	1	COLLEGE	11/28/1980		
ROCK, MICHAEL T	221 EDGEBROOK DR	0	1	SAFETY CNSLTN	06/29/1957		U
RODIL, MICHELE	25 SCHOOL ST	0	1	BUYER	01/24/1956		U
ROEBUCK, FREDERICK W	103 MAIN ST	0	1		02/24/1946		U
ROGERS, DONNA E	101 ADAMS ST	0	1	MARKETING	07/19/1965		U
ROGERS, EMELIE M	8 MAIN ST	0	1	HOMEMAKER	11/05/1924		U
ROGERS, GEORGE M JR	545 MAIN ST	0	1	RETIRED	09/24/1919		R
ROGERS, MARIANNE E	545 MAIN ST	0	1	INSURANCE AGT	03/04/1948		R
ROGERS, MARION H	545 MAIN ST	0	1	HOUSEWIFE	05/31/1924		R
ROGERS, NELLIE A	8 MAIN ST	0	1	HOMEMAKER	11/05/1924		U
ROGERS, RAYMOND	907 EDGEBROOK DR	0	1	SURGICAL TECH	10/20/1970		
ROGERS, WILLIAM G III	101 ADAMS ST	0	1	INSURANCE	09/15/1957		R
ROJAS, ANGELICA M	655 MAIN ST	0	1	BANK TELLER	12/13/1972	VENEZUEL	
RONN, MATTHEW P	60 E TEMPLE ST	0	1	INFO SYS DIR	01/30/1967		U
ROONEY, FRANCINE E	518 GREEN ST	0	1	HOUSEWIFE	04/09/1960		U
ROONEY, THOMAS L JR	518 GREEN ST	0	1	SALES MANAGER	04/18/1957		R
ROSE, ANNE M	66 SCHOOL ST	0	1	SECRETARY	12/04/1950		U
ROSE, JOHN	66 SCHOOL ST	0	1	RETIRED	05/13/1938		U
ROSENTHAL, STEVE B	376 SEWALL ST	0	1	SALESMAN	02/02/1954		D
ROSSOW, ANN M	255 MILE HILL RD	0	1	TUTOR	01/10/1950		R

Boylston Public Library
Board of Trustees Meeting
September 14, 1005, 7:00 p.m.
Minutes

Attendees: Cathy Richard, Letty Ridinger, Angelo Scolo, Sue Therriault, Nick Langhart, director.

Guests: Persis Hamilton, Bonnie Johnson, Arthur and Susan Moore, Karen and Richard Prince, Jonathan Richmond, Jean Therriault

Call to Order – The meeting was called to order at 7:00 p.m.

A motion was made and seconded to approve the minutes of August 10, 2005. Approved.

Treasurer's report – Angelo Scola gave the treasurer's report, $5878.07 in account. Motion made and seconded to approve the Treasurer's report as submitted. Approved.

Angelo noted we had received a generous donation from Walter and Marcia Priestly to cover 50% of the cost of having the bookmarks produced.

Correspondence – Nick Langhart

1. Paula Peterson – Thank you for the memorial donations in memory of her mother, Esther J. Scher.
2. Sue Olson – Needing to know if we have a need to bring business before the town before the next annually scheduled town meeting May 6, 2006. Town is considering a special town meeting in November 2005 if there is a need.

Director's Report - Nick Langhart

1. "Addition" section on library website has been rewritten
2. State "Annual Report and Information Survey" (ARIS) has been completed. Submitted 8/26.
3. Town payroll is now in Microsoft Excel format. Vacation and sick time will now be tracked on this sheet and on employee pay stubs.
4. Trustee/Friends conference will be held at the Radisson Marlborough October 29.
5. Newsletter is almost complete, and should be mailed out shortly.

Old Business -

Trustees met with Zoning Board of Appeals (ZBA) August 29 and presented plans that showed the addition moved 16' east – toward Main Street.

At that meeting, Town Counsel, Greg Angelini advised the procedure required for the trustees to reapply without waiting for two years because of the denial of our original plans in February. We need to get a 4/5th vote from both the ZBA and the Planning Board agreeing that the revised plans show "significant and material" changes in order to be heard again.

Name	Address	Ward	Precinct	Occupation	Date of Birth	Nationality	Party
MARTINEZ, MELAQUIAS E	26 KNOB CONE DR	0	1		12/21/1961		D
MARTINO, CHRISTOPHER L	622 EDGEBROOK DR	0	1		07/04/1977		U
MARTINO, ELIZABETH M	622 EDGEBROOK DR	0	1		09/08/1977		D
MARTISKA, LORIE C	305 GREEN ST	0	1	HOSPITAL V.P.	04/24/1957		U
MARTISKA, THOMAS J	305 GREEN ST	0	1	ENGINEER	06/27/1958		D
MASIELLO, ANGELA	389 CENTRAL ST	0	1	HOUSEWIFE	08/18/1967		U
MASIELLO, GRACE M	389 CENTRAL ST	0	1	HOUSEWIFE	12/30/1934		U
MASIELLO, WILLIAM J	389 CENTRAL ST	0	1	ARCHITECT	12/01/1965		U
MASLOWSKI, CATHERINE A	16 BARNEY RD	0	1	SOCIAL WORKER	01/13/1962		U
MASLOWSKI, PAUL A	16 BARNEY RD	0	1	SEC. TRADER	08/17/1958		U
MASSAD, MAUREEN A	411 CROSS ST	0	1		08/01/1967		U
MASSINGHAM, BARBARA M	29 ADAMS ST	0	1	CLIENT MANAGER	04/29/1969		D
MASSINGHAM, DAVID L	29 ADAMS ST	0	1	SALESMAN	08/05/1969		U
MATHRANI, BALDEV A	79 STILES RD	0	1	WORKER	03/28/1941		U
MATHRANI, CHAD	79 STILES RD	0	1	COLLEGE	07/21/1980		U
MATHRANI, JANET	79 STILES RD	0	1	WORKER	08/01/1946		U
MATTSON, DONNA L	107 MAIN ST	0	1	ACTURIAL ANLYST	12/06/1954		D
MAURER, LEAH A	243 MILE HILL RD	0	1	VP BANK OFF	03/30/1959		U
[redacted]Y, KATHERINE A	603 CROSS ST	0	1	SALES	04/30/1979		
MAY, MICHAEL J	603 CROSS ST	0	1	INVESTOR	11/21/1954		U
MAY, PATRICIA H	603 CROSS ST	0	1	INVESTOR	02/20/1964		U
MAYNARD, ROBERT J	61 MELROSE ST	0	1	TECHNICIAN	11/02/1954		D
MAZEIKA, CHRISTINE M	14 HIGHLAND ST	0	1	SECRETARY	11/10/1958		U
MAZEIKA, JOEL ROBERT	14 HIGHLAND ST	0	1	ROCHESTER INS	12/12/1982		U
MAZEIKA, MICHAEL J	14 HIGHLAND ST	0	1	TRHS 11	11/08/1984		
MAZEIKA, ROBERT A	14 HIGHLAND ST	0	1	FIREFIGHTER	10/11/1959		U
MCALLISTER, ROBERT D	285 GREEN ST	0	1		12/20/1964		U
MCANULTY, MYRA T	303 LINDEN ST	0	1	ELEC TECHN	07/06/1950		R
MCANULTY, ROBERT E	303 LINDEN ST	0	1	SR TECH SUP ENG	03/16/1950		R
MCAULIFFE, JUDITH C	11 SCAR HILL RD	0	1	LAND. DESIGNER	02/06/1961		U
MCAULIFFE, SEAN T	11 SCAR HILL RD	0	1	CON ENGINEER	12/10/1963		R
MCCAIN, DOROTHY L	607 EDGEBROOK DR	0	1	REG NURSE	10/26/1939	BRITISH	
MCCARTHY, ANNETTE C	225 EDGEBROOK DR	0	1		01/19/1944		R
MCCARTHY, CAROL A	22 SMALLWOOD CIR	0	1		01/19/1946		U
MCCARTHY, CHRISTINE M	14 ABBEY RD	0	1	HOUSEWIFE	10/17/1958		D
MCCARTHY, JAMES D	225 EDGEBROOK DR	0	1	NY UNIVERSITY	05/28/1980		
MCCARTHY, JEANNETTE G	12 MORNINGDALE AV	0	1	HOUSEWIFE	09/28/1923		D
MCCARTHY, JOHN R	4 CAROL DR	0	1	RETIRED	04/17/1929		D
MCCARTHY, JOHN S	12 MORNINGDALE AV	0	1	TEST SYS ENGR	03/12/1953		U
[redacted]CCARTHY, KATHLEEN T	12 MORNINGDALE AV	0	1	HOUSEWIFE	04/19/1960		U
[redacted]CCARTHY, STEVEN A	14 ABBEY RD	0	1	VICE PRES.	09/25/1964		R
MCCUBREY, CAROLYN J	154 LINDEN ST	0	1	HOUSEWIFE	02/02/1943		R
MCCUBREY, JAMES R	154 LINDEN ST	0	1	CHAUFFEUR	07/20/1941		U
MCCUBREY, LISA A	20 E TEMPLE ST	0	1	TEACHER	03/04/1970		U
MCCUBREY, SCOTT J	20 E TEMPLE ST	0	1	MECHANIC	09/28/1967		U

Building Inspector, Tom Dillon, reiterated the need for four variances – also stating that the Library could not be deemed an "educational institution" as that term applies to zoning ordinances.

The September 7 meeting with the Planning Board was postponed until October 3.

Trustees met with Selectmen September 12. Selectmen encouraged Trustees to find out from the MBLC whether we can transfer grant money awarded us to a different site. Selectmen suggested we contact Senator Harriet Chandler's and Congressman Harold Naughton's offices as well as Anne Larson at the MBLC for clarification.

Although a quorum was present – Trustees decided to postpone the vote on whether to proceed with the 4/5th vote-getting from ZBA and Planning Board until a full Trustee board was able to vote on the matter.

New Business - none

Adjournment – The meeting was adjourned at 8:02 p.m.

Respectfully submitted,
Cathy Richard

Name	Address	Ward	Precinct	Occupation	Date of Birth	Nationality	Party
MANCHESTER, LORI A	6 UNDERWOOD AVE	0	1	FINANCE DIRECT.	06/27/1962		U
MANCINI, BRETT R	152 CROSS ST	0	1	TRHS-12	02/01/1982		
MANION, GRACE E	17 HERITAGE LN C	0	1	HOUSEWIFE	08/15/1920		D
MANION, RAYMOND F	7 HILLSIDE AVE	0	1	CARPENTER	06/07/1944		U
MANION, THERESA M	7 HILLSIDE AVE	0	1	HAIRDRESSER	08/24/1945		D
MANN, JEFFREY M	192 MAIN ST	0	1		06/30/1980		I
MANN, KAREN A	192 MAIN ST	0	1	HOUSEWIFE	02/03/1953		
MANN, WILLIAM B III	192 MAIN ST	0	1	WORKER	12/03/1977		U
MANN, WILLIAM B JR	192 MAIN ST	0	1	COMPANY REP	03/27/1954		U
MANN, WILLIAM B	619 MAIN ST	0	1	RETIRED	10/25/1923		R
MANOS, CHRISTINA M	631 EDGEBROOK DR	0	1		12/19/1967		U
MANSON, ANDREW R	878 MAIN ST	0	1	SALES	02/17/1959		R
MANSON, ANNE KELLEDY H	878 MAIN ST	0	1	RESEARCH	09/14/1960		R
MANTER, WILLIAM P	178 MAIN ST	0	1	TEACHER	01/07/1953		
MANZILI, NICHOLAS J	31 OLD ORCHARD CIF	0	1		08/01/1955		R
MANZOLI, NICHOLAS J	31 OLD ORCHARD CIF	0	1	ENCODONTIST	08/01/1955		R
MARC-AURELE, HAZEL F	14 HERITAGE LN B	0	1	RETIRED	01/27/1912		D
MARCINEK, GREGORY J	34 GLAZIER ST	0	1		02 26 1961		U
MARCOUX, RICHARD J	148 SEWALL ST	0	1	MOLD MAKER	03/27/1963		
MARCOUX, VICKI A	148 SEWALL ST	0	1		03/18/1964		I
MARD, LAUREN B	54 DUFFY RD	0	1	COLLEGE	12 13 1979		U
MARENGO, JAMES A	26 EDGEWOOD ST	0	1	ACCOUNTANT	03/07/1969		U
MARENGO, PAULA M	26 EDGEWOOD ST	0	1	HOUSEWIFE	04/20/1946		U
MARENGO, RAYMOND A JR	26 EDGEWOOD ST	0	1	RECEIVER	10/31/1941		U
MARENGO, ROBERT	624 MAIN ST 2	0	1	CARPENTER	11 30 1953		U
MARINELLI, MARILYN M	2 BAY PATH DR	0	1	VOLUNTEER	01/21/1943		U
MARINELLI, PAUL J	2 BAY PATH DR	0	1	COMPANY PRES.	12/14/1946		U
MARKETKAR, JEAN M	491 CROSS ST	0	1	HOUSEWIFE	05/20/1952		U
MARKETKAR, NANDU J	491 CROSS ST	0	1	ENGINEER	07/16/1948		U
MARKETKAR, NEIL N	491 CROSS ST	0	1	ST JOHNS 11	12/09/1984		
MARKS, ANDREW R	386 SCHOOL ST 3	0	1		10/28/1974		U
MARKS, MURRAY L	18 KNOB CONE DR	0	1	MANUF REP	06/13/1940		R
MARKS, PATRICIA M	18 KNOB CONE DR	0	1	REG NURSE	07/06/1946		U
MARQUARDT, JESSE	146 A CENTRAL ST	0	1	ENGINEER	07/18/1973		U
MARQUARDT, TRACY A	146 A CENTRAL ST	0	1	ENGINEER	01/14/1972		U
MARTIN, CORINNE A	4 BIRCHWOOD DR	0	1	REG NURSE	03/20/1954		U
MARTIN, DANIEL T	4 BIRCHWOOD DR	0	1	TRHS 11	03 28 1985		
MARTIN, DEAN A	239 GREEN ST	0	1	MACHINIST	12 01 1965		D
MARTIN, MELISSA C	4 BIRCHWOOD DR	0	1	HOLY NAME 12	11 19 1983		
MARTIN, ROBERT W	16 HILLSIDE AVE	0	1	TRHS 10	09 12 1985		
MARTIN, THERESE A	16 HILLSIDE AVE	0	1	HOUSEWIFE	03 23 1959		U
MARTIN, THOMAS A	4 BIRCHWOOD DR	0	1	SARGEANT	09 05 1952		U
MARTIN, WILLIAM J III	16 HILLSIDE AVE	0	1	ENGINEER	10 23 1957		U
MARTINELLI, CHARLES J	244 MAIN ST	0	1	WORKER	02 10 1964		U
MARTINEZ, MARYLOUISE SI	26 KNOB CONE DR	0	1		09 13 1963		D

Boylston Public Library
Board of Trustees Meeting
September 14, 1005, 7:00 p.m.
Minutes

Attendees: Cathy Richard, Letty Ridinger. Angelo Scolo, Sue Therriault, Nick Langhart, director.

Guests: Persis Hamilton, Bonnie Johnson, Arthur and Susan Moore, Karen and Richard Prince, Jonathan Richmond, Jean Therriault

Call to Order – The meeting was called to order at 7:00 p.m.

A motion was made and seconded to approve the minutes of August 10, 2005. Approved.

Treasurer's report – Angelo Scola gave the treasurer's report, $5878.07 in account. Motion made and seconded to approve the Treasurer's report as submitted. Approved.

Angelo noted we had received a generous donation from Walter and Marcia Priestly to cover 50% of the cost of having the bookmarks produced.

Correspondence – Nick Langhart

1. Paula Peterson – Thank you for the memorial donations in memory of her mother, Esther J. Scher.
2. Sue Olson – Needing to know if we have a need to bring business before the town before the next annually scheduled town meeting May 6, 2006. Town is considering a special town meeting in November 2005 if there is a need.

Director's Report - Nick Langhart

1. "Addition" section on library website has been rewritten
2. State "Annual Report and Information Survey" (ARIS) has been completed. Submitted 8/26.
3. Town payroll is now in Microsoft Excel format. Vacation and sick time will now be tracked on this sheet and on employee pay stubs.
4. Trustee/Friends conference will be held at the Radisson Marlborough October 29.
5. Newsletter is almost complete, and should be mailed out shortly.

Old Business -

Trustees met with Zoning Board of Appeals (ZBA) August 29 and presented plans that showed the addition moved 16' east – toward Main Street.

At that meeting, Town Counsel, Greg Angelini advised the procedure required for the trustees to reapply without waiting for two years because of the denial of our original plans in February. We need to get a 4/5th vote from both the ZBA and the Planning Board agreeing that the revised plans show "significant and material" changes in order to be heard again.

Building Inspector, Tom Dillon, reiterated the need for four variances – also stating that the Library could not be deemed an "educational institution" as that term applies to zoning ordinances

The September 7 meeting with the Planning Board was postponed until October 3.

Trustees met with Selectmen September 12. Selectmen encouraged Trustees to find out from the MBLC whether we can transfer grant money awarded us to a different site. Selectmen suggested we contact Senator Harriet Chandler's and Congressman Harold Naughton's offices as well as Anne Larson at the MBLC for clarification.

Although a quorum was present – Trustees decided to postpone the vote on whether to proceed with the 4/5th vote-getting from ZBA and Planning Board until a full Trustee board was able to vote on the matter

New Business - none

Adjournment – The meeting was adjourned at 8:02 p.m.

Respectfully submitted,
Cathy Richard

BPL

BOT meeting Minutes 9/14/05

7:00 No MP, III, KL (Women's Aunt's death)

minutes $5,676.07 okg acct - AS

TY - coffee + MP for $109 donation (bunks) ST to TY. JT

LR

P. Hamilton
S. M, A. M.

B. John

diff mtg w/ PB, Mon, Oct 3rd

next w/ ZBA 8/29, w/ revision drugs 16' East.

no vote route, should be voted by all.

- Should we pursue 2 yr variance. discuss. Role of Prices' "group". was a '99 disc abt all sites (Hands committee)

created our own hardships", i.e., 4 variances. AS - no vote route

Selectmen's desire that we pursue

Process at mtg w/ BLC than S.C. Need for an attorney.

Price feels that petition may have more weight than we think.

Idea of reduced size (not works).

Seasonal portability — we also need an exit.

GRIMES & COMPANY, INC.

A Registered Investment Advisor

Client Newsletter – Summer 2003

The stock market has managed to retain much of its second quarter advance. The S&P 500 has been trading in a range since June, but has been unable to achieve new 52-week highs, despite a decent earnings reporting season and some positive indications of our economy.

The domestic economic picture has certainly improved over the past several months. The employment situation has stabilized, and adding new jobs to the workforce would certainly be a significant positive for the economy. Surveys of corporate management sentiment such as the ISM have turned decidedly positive recently. This is a noteworthy indicator, since it could be signaling that corporate America may be opening the purse strings to start spending again. In addition, advance Gross Domestic Product (GDP) readings indicate that our economy advanced at a rate of 2.4% for the first quarter versus a 1.4% estimate and a 1.5% forecast. These factors, along with improved sentiment and confidence readings combined with positive earnings forecasts, signal that a recovery may be taking hold.

As far as the financial markets are concerned, the most important aspect of the past three months would be the change in interest rates, mainly in the ten year government bond. Oftentimes when we discuss interest rates in this newsletter we are referring to the short term Federal Funds Rate, which is determined by the Federal Reserve. The ten year government bond is a bit different in that it is not set by the Fed but by market participants instead. The ten year government bond is also an important indicator since it is used as a benchmark for other financial instruments, such as corporate bonds and mortgages.

As discussed in the quarterly account summary at the end of last quarter, deflation and a weak dollar were the main concerns during the second quarter. The yield on the ten year government bond declined as far as 3.074% on June 13, the lowest in over 50 years. To put this in perspective, the yield at the beginning of this year was 4.03%, and the ten year average yield for the ten year bond is approximately 7.3%. In the simplest of terms, this means that in mid-June of this year the government (via Treasury bonds), businesses (via corporate bonds), and individuals (via mortgages) could theoretically borrow money at historically low interest rate levels. However, since June interest rates have moved dramatically. The yield on the ten year bond rose to a high of 4.56% and yields 4.29% as of this writing. While these numbers may seem unimpressive to the untrained eye, dramatic moves like this can have an impact on the economy.

On one hand, higher yields may imply greater confidence in the equity markets and overall economy. For one thing, you probably have not heard much about the threat of deflation or the perils of a weak US dollar in the last month. More importantly, a rising treasury bond can reflect an improving economy. Basically, investors are not "running for cover" and buying US Treasury bonds at ridiculous prices; instead they are seeking investments offering higher returns.

On the other hand, higher Treasury yields imply higher borrowing costs. Corporations must now pay more to raise capital for investing, which may translate into slower corporate spending. Also, as mentioned earlier, mortgage rates are rising. For the past several years, low mortgage rates have spurred mortgage refinancing and "cash out" deals, translating into more disposable income for US households. This phenomenon generally results in higher consumer spending which in

Boylston Public Library
Board of Trustees Meeting
August 10, 2005, 7:00 p.m.
AGENDA

Call to Order

Approval of minutes of July 13, 2005

Treasurer's report

Correspondence
- Richmond French Design bill for July, $760

Director's report
- Library:
  - Ashley Brigham hired as junior page, started Aug 9
  - New Town computer/internet/e-mail policy initiated
  - C/W Mars annual agreement signed
- Building:
  - MBLC extension request signed and posted July 15
  - Hearing process reported in 3 newspapers this month

Old Business
- Written opinion of Building Inspector re: ZBA presentation 8/29

New Business

Adjournment
- Attachments:
  - Trustees minutes of July 13, 2005
  - Librarian's report for July
  - MBLC construction report for July
  - "Library expansion in holding pattern"-Banner, July 21
  - "New direction for Boylston library"-T&G, July 29
  - "Board to see new plan for library"-Globe West, Aug 4
  - Centralities

From: **Self <nlanghar@cwmars.org>**
To: **SATherriau@aol.com, rrichard@gis.net, marcia@priestleycom.net, ANCY21@charter.net, lettyis@yahoo.com, KLinell@charter.net**
Subject: **Library Trustees meeting, 8/10 agenda**
Date sent: **Tue, 09 Aug 2005 16:31:19 -0400**

Boylston Public Library
Board of Trustees Meeting
August 10, 2005, 7:00 p.m.
AGENDA

Call to Order

Approval of minutes of July 13, 2005

Treasurer's report

Correspondence
- Richmond French Design bill for July, $760

Director's report
- Library:
  - Ashley Brigham hired as junior page, started Aug 9
  - New Town computer/internet/e-mail policy initiated
  - C/W Mars annual agreement signed
- Building:
  - MBLC extension request signed and posted July 15
  - Hearing process reported in 3 newspapers this month

Old Business
- Written opinion of Building Inspector re: ZBA presentation 8/29

New Business

Adjournment

Attachments:

Trustees minutes of July 13, 2005
Librarian's report for July
MBLC construction report for July
"Library expansion in holding pattern"-Banner, July 21
"New direction for Boylston library"-T&G, July 29
"Board to see new plan for library"-Globe West, Aug 4
Centralities

Boylston Public Library
Board of Trustees Meeting
August 10, 2005, 7:00 p.m.
Minutes

Attendees: Ken Linell, Marcia Priestley, Letty Ridinger, Cathy Richard, Angelo Scola, Sue Therriault, Nick Langhart, director.

Guests: Karen and Dick Prince, Jean Therriault, Sue Moore

Call to Order – The meeting was called to order at 7:00 p.m.

A motion was made and seconded to approve the minutes of July 13, 2005. Approved.

Treasurer's report – Angelo Scola gave the treasurer's report, $5612.09 in account. Motion made and seconded to approve the Treasurer's report as submitted. Approved.

Correspondence – Nick Langhart

Richmond French Design has submitted their bill for July, $760 – 2 Planning Bd. mtgs. and 1 ZBA meeting – planning and attendance. Motion made, seconded and approved to pay bill.

Director's Report – Nick Langhart
Library:
Ashley Brigham hired as junior page; she started Aug 9.

New town computer/internet/e-mail policy initiated – very complex. All employees are required to sign it.

C/W Mars annual agreement signed. They provide services and we (Library) pay an annual fee. For FY '06 it is $2,833.00.

Nick handed out State Aid Account spreadsheet to trustees from FY'98 to present. There is now $18,707.28 in the account.

Senior tax rebate program sent out request for volunteer positions and services. We submitted requests for Marge Collins and Priscilla O'Connor to participate in the program for FY '06.

Web site has a new "Addition" section added to it.

Children's room report included in attachments.

Building:
MBLC extension request signed and posted July 15 and will hold us until October 15.
Hearing process reported in 3 newspapers this month

Sudbury Valley Trustees

WILD AND SCENIC PADDLE

WHEN: *Saturday, Sept. 24, 3-5pm*

Leaders: Susan Crane & Tom Cmejla

SVT Members: $15; Non-Members $25

Canoe rentals are available on a limited basis for an additional $20

TO REGISTER: *Call Sudbury Valley Trustees 978-443-5588*

Old Business

Requesting a written opinion from Tom Dillon, the Building Inspector, re: the setback dimensions required for the addition. The ZBA presentation is August 29. This is a discussion only and Jonathan Richmond will not be present. Other meetings coming up: Sept. 7 - Planning Bd. at 8 p.m.; Sept. 12 at 7:45 – Selectman's meeting.

New Business

Motion made and seconded to authorize Jonathan to spend up to $1000 to make changes to the site plan for the August 29 ZBA meeting. Approved.

Nick said he will take down the stakes marking the addition as per the request of the trustees.

Motion made and seconded to donate $50 to the Boylston Library Foundation in memory of Paula Peterson's mother, Esther J. Scher. Approved.

Adjournment – The meeting was adjourned at 7:33 p.m.

Sudbury Valley Trustees

Autumnal Equinox Assabet River Paddle

WHEN: Thursday, Sept. 22, 4-7pm

Led by Simon Vos & Julian Khorana

SVT Members: $15; Non-Members: $25

Canoe rentals are available on a limited basis for an additional $20

TO REGISTER: Call Sudbury Valley Trustees 978-443-5588

BOT MEETING NOTES

8/10/05

C + S 7pm
minutes of July 13 as is

Treas $5,612.99
R+D $760 MSP
as is

Meetings 1) 2 BA 8/29 as time 2) PB 9/7 8pm as is 3) Selectmen 9/12 Monday 7:45

OB No Dillon report in writing - spoke to JR about work still to do

-> Take away tape, + stakes

w/o Dillon, ask JR to move it forward? 4 trees, JR to talk to Dillon's neighbors in writing

motion for JR to $1000 to mark plows
MSP $50 Teachers to Elm in Memory of Schurr

Adjourn 7:33

Globe West

THE BOSTON GLOBE THURSDAY, JUNE 23, 2005

Library board sees hope for expansion

▶ BOYLSTON
Continued from Page 1

Without Zoning Board approval for the project, library officials will have to look at alternate sites for a new building. That would force them to relinquish a $1.6 million state construction grant and $1.7 million that residents approved for the expansion under a 2003 debt-exclusion vote.

Even with Zoning Board approval, the library design must be cleared by the Planning Board and Historic District Commission, the latter of which objected to parking lot plans and refused its endorsement last month.

Despite the setbacks, Langhart said library trustees remain optimistic about expansion plans that were first floated in the late 1980s.

"We have by no means given up," Langhart said. "This project is viable, because we're continuing to explore design alternatives that will be approved by local boards."

Trustees this month agreed to again revise parking lot plans in an attempt to assuage a family whose property abuts the library to the south.

The neighbors were concerned about cars parking close to their land and losing their unobstructed view of the town common. Trustees agreed to pare the number of parking spaces to 21 and locate them closer to the proposed addition.

Trustees met with the Zoning Board on Monday to talk about what project changes would satisfy its requirements. The board rejected three variances for the expansion in February.

The Zoning Board suggested that library officials eliminate the need for one variance by moving the new construction about 20 feet from the rear lot line, rather than 7 feet away, as currently designed. Library officials will present a revised site plan to the board on July 11 for continued informal discussions.

"If it's something that we can all agree is workable, then we would go ahead with a full architectural study," Langhart said.

The library project then would need a variance from a zoning bylaw that prohibits existing nonconforming structures — which the library is — from being enlarged by more than 50 percent. The proposed expansion would increase the library from 4,000 to 15,000 square feet.

Library officials unsuccessfully tried to avoid those requirements with proposed zoning articles at Town Meeting last month.

Voters did approve an article that would allow selectmen to negotiate the purchase of another library abutter's home and chip off some land to satisfy rear-lot line requirements.

The Scar Hill road residents, who object to a rooftop air-conditioning unit proposed for the new library wing, offered their property for sale, but talks are on the back burner until parking lot issues are resolved.

No new date has been set for library officials to meet again with the Historic District Commission, which wants the parking lot to be broken up with islands and plantings.

"It was too expansive," said Bruce Symonds, commission chairman. "We wanted it to be unobtrusive to the center of town. Other than that, the building itself met all our criteria. I think it will be an asset to the town."

If the library expansion fails to win all the necessary approvals, and an alternate site is chosen, library officials would have to go over again in the state Board of Library Commissioners' construction grant process.

Two town-owned parcels already mentioned as alternate sites include Hillside and the tennis court area in the town center, according to Town Administrator Sue Olsen.

"We are not shutting the door on those, but we are not going to actively investigate them," Langhart said. "We want to be dead sure that we cannot utilize this site for a library."

The land on which the library sits was donated by the First Congregational Church in 1904 so that Salome White could have the library built as a gift to the town. Deed restrictions would cause the land to revert back to the church should the library move.

BOYLSTON

Library board sees hope for expansion

By Donna Goodison
GLOBE CORRESPONDENT

Boylston Public Library officials this week saw a glimmer of hope for their bogged-down plans for a $4.1 million expansion and renovation.

The Zoning Board of Appeals appears willing to reconsider a variance for enlarging the library, if the building is redesigned so that it would be farther away from the rear property line, according to library director Nick Langhart.

"They didn't commit themselves to that, but they seemed to indicate if we came to them with only one variance request, they might be amenable to approving it — subject to a formal vote, which is months away," Langhart said. Zoning Board chairman Bill Filsinger could not be reached for comment.

Plans to more than triple the size of the 101-year-old library so far have been stalled by neighbors' opposition and unfavorable votes by two boards and Town Meeting.

BOYLSTON, Page 10

Choose your project, choose your savings!
NOW THROUGH JUNE 30
Whatever room in your home is calling, now is

Joint Meeting:
Trustees of the Boylston Public Library
Board of the Boylston Public Library Foundation
Officers of the Friends of the Library
July 13, 2005, 7:00 p.m.

AGENDA

Call to Order

Approval of minutes of June 8, 2005

Treasurer's report
no report

Correspondence
no correspondence

Report of Foundation President

Report of Friend's President

Director's report
Library:

Close-out of FY'05 fiscal year
Calculation of vacation and sick time for new payroll

Building:

Copy of KVA construction estimate made for Princes
Repair of phone, replacement of water heater, acquire A/C

Old Business
Status of permitting process

New Business
Friends Christmas card fund raiser
3 month extension request to MBLC: 7/15 to 10/15/05

Adjourn

Joint Meeting:
Trustees of the Boylston Public Library
Board of the Boylston Public Library Foundation
Officers of the Friends of the Library
July 13, 2005, 7:00 p.m.

AGENDA

Call to Order

Approval of minutes of June 8, 2005

Treasurer's report
no report

Correspondence
no correspondence

Report of Foundation President

Report of Friend's President

Director's report
Library:
Close-out of FY'05 fiscal year
Calculation of vacation and sick time for new payroll

Building:
Copy of KVA construction estimate made for Princes
Repair of phone, replacement of water heater, acquire A/C

Old Business
Status of permitting process

New Business
Friends Christmas card fund raiser
3 month extension request to MBLC: 7/15 to 10/15/05

Adjourn

From: **Self <nlanghar@cwmars.org>**
To: **SATherriau@aol.com, JRTherriault@aol.com, KLinell@charter.net, MRLinell@charter.net, rrichard@gis.net, marcia@priestleycom.net, ANCY21@charter.net, lettyis@yahoo.com, scheinfein@charter.net**
Subject: **Agenda, 6/13 Joint Mtg of Library Trustees, Fdn, Friends**
Date sent: **Sat, 09 Jul 2005 13:49:28 -0400**

To Maureen and Sarah: Please forward to your other officers, thanks.

Joint Meeting:
Trustees of the Boylston Public Library
Board of the Boylston Public Library Foundation
Officers of the Friends of the Library
July 13, 2005, 7:00 p.m.

AGENDA

Call to Order

Approval of minutes of June 8, 2005

Treasurer's report
no report

Correspondence
no correspondence

Report of Foundation President

Report of Friend's President

Director's report
Library:

Close-out of FY'05 fiscal year
Calculation of vacation and sick time for new payroll

Building:
Copy of KVA construction estimate made for Princes
Repair of phone, replacement of water heater, acquire A/C

Old Business
Status of permitting process

New Business
Friends Christmas card fund raiser
3 month extension request to MBLC: 7/15 to 10/15/05

Adjourn

Attachments:
BOT minutes of June 8, 2005
Librarian's report
MBLC construction report for June
"Library board sees hope for expansion", Globe West,6/23/05 "New library goes back before Zoning Board", Banner,6/30/05
Centralities ← children's room update, June

Tue Jul 05 2005

CMRLS
8 FLAGG ROAD
SHREWSBURY MA 01545-5665

D210005038
BOYLSTON PUBLIC LIBRARY
695 MAIN STREET
BOYLSTON, MA
01505

The following material is overdue. You may clear your record by paying the replacement cost of the item(s) and any associated fees or by returning the material and paying any associated fines.

Inv #606583 REPLACEMENT FOR
AUTHOR: Frank, Dorothea Benton.
TITLE: Sullivan's Island : a Lowcountry tale
LOCATION: CMRLS Fiction
LT FRANK BARCODE: i19584911db1a20105563094
DATE CHECKED OUT: Wed Mar 09 2005 04:25PM
DATE DUE: Tue Jun 07 2005

ITEM CHARGE	$25.00
PROCESSING FEE	$0.00
BILLING FEE	$0.00
TOTAL	$25.00

Joint Meeting
Trustees of the Boylston Public Library
Board of the Boylston Public Library Foundation
Officers of the Friends of the Library
July 13, 2005 – 7 p.m.

MINUTES

Attendees: Trustees – Ken Linell, Marcia Priestley, Cathy Richard, and Susan Therriault;
Library Director – Nick Langhart
Guests: Susan Moore, Karen Prince, Richard Prince,
Board of Foundation – Donna DiPilato, Persis Hamilton, Maureen Linell, Jean Therriault
Officers of Friends – Sarah Scheinfein

Call to Order – The meeting was called to order at 7:02 p.m.

Approval of minutes of June 8, 2005. Motion made and seconded to approve the minutes of the June 8 meeting. Approved.

Treasurer's Report - no report

Correspondence - no correspondence

Report of Foundation President – Maureen Linell proposed a series of Open Houses to get people to the library so we can highlight some of the exhibits, children's room, have naming opportunities, etc. Ask different groups of people to come to the library. Hold luncheons, etc.

Report of Friend's President – Sarah Scheinfein - very successful Memorial Day, raised over $2100 with the book sale. Jen McGrath doing a weekly program at the Town House doing crafts. Last day of crafts, 23 August, will be Back to School theme. Thinking of doing a Welcome to Boylston packet and have people come to the library to pick it up. Thinking about starting a Teens Friends group - 11 – 15 year olds

Director's Report – Nick Langhart
Library:
Thank you to Sarah and Friends for help in Children's Room, and Cathy Richard for printer.

Close-out of FY'05 fiscal year – Returned $34 to town in expenses budget and overspent the payroll by $94 which was taken from the State Aid account. Treasurer and assistant are revising payroll reporting. Need calculation of vacation and sick time for new payroll. Wanted back history plus first 6 months. Sick time carries over up to a maximum of 60 days. Nick included Judy's report for children's room for July.

Building:
Copy of KVA construction estimate made for Princes

Boylston

Item Count Summary 7/2005

Audio Cassette	938
Book	18622
CD	1
Large Print Deposit	45
Microfiche	1
Reserves 2 Day	1
Total	**19608**

Repair of phone, replacement of water heater by Johnson Bros. For $855 and acquired used replacement A/C unit for reference room for $60 all paid out of '05 budget.

Old Business
Status of permitting process – Sue Therriault – We are in a continuance status with the Planning Board. Met with them on July 6. Rear set-back is 50 feet. Need clarification re: whether rounded piece of current library building, since we are on a non-conforming lot, will dictate our set-back. Waiting for Tom Dillon to let us know. Jonathan is waiting to make any changes until we find out exactly what the set-back is. We need to talk to Bruce Symonds (Historical Commission) to see if Historical Commission will have any problems with us moving the building forward, if we have to.

We don't know when we are rescheduled for the ZBA, but Sue will let us all know when they inform her.

New Business
Friends Christmas card fund raiser – Sarah will look into this.
3 month extension request to MBLC: 7/15 to 10/15/05. Motion made, seconded and approved to authorize Nick to submit another request.

Sue is retyping the by-laws of the Boylston Public Library.

Adjourned at 7:35 p.m.

Boylston

Patron Count Summary 7/2005

Adult	589
CMRLS B/TOWN DEPOS	1
Juv Decertified	1
Juvenile	77
Senior Citizen	62
Student	16
Young Adult	96
Total	**842**

Board of Trustees
Meeting Minutes
June 8, 2005
7:00 p.m.
Boylston Public Library

Attendees: Ken Linell, Marcia Priestley, Letty Ridinger, Cathy Richard, Angelo Scola, Sue Therriault, Nick Langhart, director.

Guests: Karen and Dick Prince, Jean Therriault, Sue Moore

Call to Order – The meeting was called to order at 7:02 p.m.

A motion was made and seconded to approve the minutes of May 11, 2005.

Treasurer's report: Angelo Scola gave the treasurer's report: $5611.23 in account. Motion made, seconded and approved to accept the treasurer's report as submitted.

Correspondence – Nick Langhart
Thank you from Letty Ridinger re: Memorial donation

Director's Report – Nick Langhart
Library: Paula at CMRLS ILL Conference on May 17 for libraries for our size.
Thanks to Friends for successful Memorial Day book sale – realized about $2000.
Nick will formally thank them.

Building:

- Thanks to Frank and Barbara Sleeper for flag, also to MCJTC for another flag.
- Electrical repairs – town handyman, Ken, fixed ballasts on lights
- Letter to ZBA – Sent on 15th of May. Meeting on June 20.
- Notifications sent for Historic District Commission hearing on 24th of June. Two legal announcements in Telegram and Gazette, also to abutters. Cathy will get copy of last Historic District Commission meeting for Sue so we can have their recommendations for how we need to change parking lot.
- Stake and flagging of construction site for Memorial Day

Old Business - Discussion of parking design alternatives and walk to parking lot to see new configuration. Discussion of Karen and Dick Prince's plan. Dick Prince would like an answer regarding costs allocated for the parking lot as designated in the KVA cost estimate of November, 2004. We will investigate how to protect land on Prince's side against future development.

Motion made to delete 2 more parking spaces off of Jonathan's plan of June 6, 2005 for a total of 19 spaces plus 2 handicapped spaces. Seconded and approved.

New Business –Election of Officers for '05-'06
Motion made and seconded to keep the same officers as '04 – '05: Sue Therriault, chair; Cathy Richard, vice-chair; Marcia Priestley, secretary; Angelo Scola, treasurer.
Adoption of Board of Trustees meeting calendar for '05 – '06 – Meetings will be held the second Wednesday of each month on 13 July, 10 August, 14 September, 12 October, 9 November, 14 December 2005, and 11 January, 8 February, 8 March, 12 April, 10 May and 14 June, 2006.

Upcoming meetings: 20 June 8:30 – ZBA, Selectmen immediately following; July 6 – Planning Board

Adjournment – The meeting was adjourned at 8:30 p.m

Meeting ~~Minutes~~ Notes, Joint BET 7/13/05

→ Bill for Bookmarks $285.90

MRL - Fall open houses to attract people re
Exhibits, kids displays - Naming opportunities available -
Sp. nights for Sr, George, Home nights - Cap Campaign.
Fall ↓ Luncheon meetings Send re special ideas to MRL

ST
KL
CR
MP
NL
JT
MRL
SS donation
R+K Pmike
D DP
S. M.
PH

SS - 2 ICC on Nov Day. Fun, family group night + Fall ... fun —
9/8 next Fmtg

Pic — to ??

Discussion 7/6 Mtg Bldg Bd, rear set back 50', not 20 as ZBA thought.
Rear is maybe governed by existing distance, T. Dillon
to "decide" if BA to be rescheduled. JR to
re-measure rear depth. will consult w/ HD before drafting
a shifted east addition. Informal mtg w/ HDC to see if they
have an issue ... SM on the actual distance.

MRL ↓

Discuss on Christmas card fundraiser. 25% to Friends. JT - join up w/ Fmtg.
MRL - check it out + get to Fmtg.

→ MBLC 3 mo Extn letter 3 mo extn 7/34

JT By-laws for BET to be re-drafted by ST later 7/35

MP on Nov mtg 7 wks

New Business –Election of Officers for '05-'06
Motion made and seconded to keep the same officers as '04 – '05: Sue Therriault, chair; Cathy Richard, vice-chair; Marcia Priestley, secretary; Angelo Scola, treasurer.
Adoption of Board of Trustees meeting calendar for '05 – '06 – Meetings will be held the second Wednesday of each month on 13 July, 10 August, 14 September, 12 October, 9 November, 14 December 2005, and 11 January, 8 February, 8 March, 12 April, 10 May and 14 June, 2006.

Upcoming meetings: 20 June 8:30 – ZBA, Selectmen immediately following; July 6 – Planning Board

Adjournment – The meeting was adjourned at 8:30 p.m

Meeting ~~Minutes~~ Notes, Joint BET 7/13/05

→ Bill for Bookmarks $288.90

MRL - Fall open houses to attract people on exhibits, kids displays - Naming opportunities available - Sp. nights for Sr. Groups, theme nights - Cap Campaign.

Feel free to add → Luncheon meetings Send in - special ideas to MRL

SS - 2100 on Mon Day. Teen, family group maybe in Fall, 11-15 pax

9/8 visit Finkbiner

Dir — to 12

Rewriting 7/6 Mtg BC, new not book CC, not 2 on 1BA Thurs. Read is maybe governed by existing distances, T. Dillon to "decide" TBA To be rescheduled. JR to re-measure rear depth. will consult w HD before drafting a shifted east addition. Informal mtg w HDC to see if they have an issue... SM on the actual distance.

Sarah on Christmas card fundraiser. 25¢ to friends. ST - join up w/ Teen.

MRL - do it out + get to Ellen.

→ MBLC 3 mo Extc letter 3 mo extc 7/24

ST By-laws for BET to be re-worked by ST later 7/31

MP on Vac not 2 wks

ST
KL
CR
MP
NL
JT
MRL
SSchaefer
RR + KPrice
D DR
S. M
P.H.

From: **Carrington.Noel@Nypro.com**
To: **drdanerv@massmed.org, danmcfarland@verizon.net, dbrauksi@cis dgentleman@annamaria.edu, pastor@heritagebiblechapel.org, hbcsecretary@verizon.net, jmcarvin@comcast.net , jvedoe@NET1F josh@heritagebiblechapel.org, kriley@webconverting.com, nlanghar@cwmars.org, tragopan1@juno.com, c.j.therrien@att.net, bdallen@verizon.net, cgipa@aol.com, dana@robertsmachine.com, dave-and-jenny@juno.com, davinrosita@msn.com, MoloneyD@um crownedcrane@juno.com, richter@touchstoneconsulting.com, ledhed1234@msn.com**
Subject: **FW: Living Last Supper**
Date sent: **Mon, 14 Mar 2005 07:15:06 -0500**

Just FYI.....

I've heard from those who've been to this, that it is very powerful. As you see fit, pass the information on to anyone you think might be interested.....

Carry
978-365-8353
carrington.noel@nypro.com <mailto:carrington.noel@nypro.com>

-----Original Message-----
From: Adam, Steve
Sent: Friday, March 11, 2005 10:54 AM
To: Noel, Carrington; Bernard, Jenny; Bulloch, Debbie; Mercado, Maria; Mendez, Lissette; Fischer, Sandra; Thorpe, Doug; Melendez, Juan; Butler, Mark; Martinez, Jorge; Husson, Bob; Casillas, Raul; Chapin, Mark; Lopez, Jeanette; Matos, Francisco; Colgate, Malcolm Subject: Living Last Supper

The Gospel of Matthew records that Jesus spoke of a betrayal among His twelve disciples. In this live dramatization the twelve speak aloud their thoughts to each other and to the Lord in light of the words they have heard from Jesus. This exciting and meaningful drama is based upon

Boylston Public Library
Board of Trustees Meeting
June 8, 2005
AGENDA

Call to Order

Approval of minutes of May 11, 2005

Treasurer's report

Correspondence
- From Letty Ridinger re: memorial donation

Director's report
- Library:
  - Paula at CMRLS ILL conference May 17
  - Paula at CWMars cataloguing seminar June 8
  - Thanks to Friends for sucessful Memorial Day booksale
- Building:
  - Thanks to Frank & Barbara Sleeeper for flag, also to MCJTC
  - Electrical repairs
  - Letter to ZBA
  - Notifications sent for Historic District Commission hearing
  - Stake and flagging of construction site for Memorial Day

Old Business
- Discuss parking design alternatives

New Business
- Election of Officers for '05-06
- Adoption of BOT meeting calendar for '05-'06

Adjournment

From: **Self <nlanghar@cwmars.org>**
To: **SATherriau@aol.com, rrichard@gis.net, marcia@priestleynet.com, ANCY21@charter.net, klinell@charter.net, lettyis@yahoo.com**
Subject: **Agenda for BOT meeting, 6/8/05**
Date sent: **Tue, 07 Jun 2005 17:29:24 -0400**

Boylston Public Library
Board of Trustees Meeting
June 8, 2005
AGENDA

Call to Order

Approval of minutes of May 11, 2005

Treasurer's report

Correspondence
- From Letty Ridinger re: memorial donation

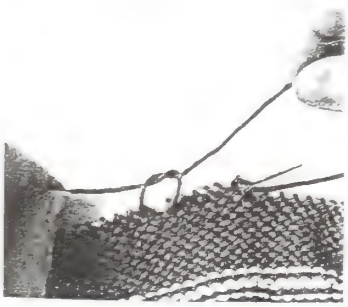
Director's report
- Library:
  - Paula at CMRLS ILL conference May 17
  - Paula at CWMars cataloguing seminar June 8
  - Thanks to Friends for sucessful Memorial Day booksale
- Building:
  - Thanks to Frank & Barbara Sleeeper for flag, also to MCJTC
  - Electrical repairs
  - Letter to ZBA
  - Notifications sent for Historic District Commission hearing
  - Stake and flagging of construction site for Memorial Day

Old Business
- Discuss parking design alternatives

SAILOR

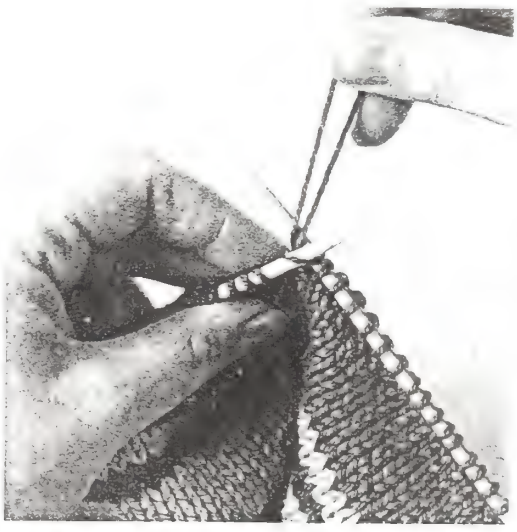
PATTERN 6 **INTERMEDIATE**

Things to avoid



Avoid joining yarns in the middle of a row as it can be difficult to prevent the knot and loose ends from showing.

2 Some books advise knitting a few stitches with both the new and the old yarn in order to secure the ends. It is best to avoid this as it creates a double thickness and therefore an uneven fabric.



TIP Always cut the yarn at the end of the ball for about three times the width of the piece of knitting. This will allow you to see any knots in the yarn before it is too late. If you forget to do this and there is a knot partway through the ball, simply untwist your knitting back to the beginning of that row. Cut out the knot and join the same ball of yarn at the beginning of the row in the usual way.

New Business

Election of Officers for '05-06

Adoption of BOT meeting calendar for '05-'06

Adjournment

Attachments:

Librarian's report

MBLC Construction report for May

"Talks aimed at saving Library Project", T&G, May 27,'05

"Library project keeps moving", Banner, June 2, '05

Centralities

OUT YARNS USED IN THIS BOOK

...tting patterns always specify a particular brand of yarn. Below ...description of the Rowan Yarns that have been used for the ...this book. If you need to purchase a substitute yarn ...this information as a guide to the weight and length of each ... Be sure to calculate the number of balls or hanks required ...the metrage / yardage rather than by the yarn weight.

...unky Cotton Chenille

...unky-weight chenille yarn
...S bulky-weight) 100% cotton
...pproximately 140m (153yd)
... 100g (3 ...oz) ball

...unky Tweed

...unky-weight wool yarn
...S bulky-weight)
...% pure new wool
...pproximately 100m (109yd)
... 100g (3 ...oz) hank

...otton Glace

...ghtweight cotton yarn
...00% cotton
...pproximately 115m (125vd)
... 50g (1¾oz) ball

...K Soft

...uble-knitting-weight wool
...d polyamide yarn (between
...S sport and worsted)
...% wool 15% polyamide
...pproximately 175m (191yd)
... 50g (1¾ oz) ball

...K Tweed

...uble-knitting-weight wool yarn
...tween US sport and worsted)
...% wool
...proximately 110m (120yd)
... 50g (1¾ oz) hank

Fine Cotton Chenille

Lightweight chenille yarn
89% cotton/11%polyester
Approximately 160m (175yd)
per 50g (1¾oz) ball

4-ply Cotton

Very lightweight cotton yarn
(US fingering)
100% cotton
Approximately 170m (185vd)
per 50g (1¾oz) ball

Handknit DK Cotton

Medium-weight cotton yarn
100% cotton
Approximately 85m (92vd) per
50g (1¾oz) ball

Magpie Aran

Aran-weight wool yarn
100% wool
Approximately 140m (153yd)
per 100g (3½oz) hank

Magpie Tweed

Aran-weight wool yarn
100% wool
Approximately 170m (185vd)
per 100g (3½oz) hank

Rowan Denim

Medium-weight cotton yarn
100% cotton
Approximately 93m (101vd)
per 50g (1¾oz) ball

True 4-ply Botany

4-ply-weight yarn
(US fingering)
100% pure new wool
Approximately 170m (185yd)
per 50g (1¾oz) ball

Wool Cotton

Double-knitting-weight wool
and cotton yarn (between
US sport and worsted)
50% merino wool 50% cotton
Approximately 113m (123yd)
per 50g (1¾oz) ball

CONVERSIONS

Needle sizes

Knitting needles are sized according to a standard sizing system, whatever material they are made from. There are three different systems: a metric system is used in Europe and the UK, the US has its own system, and an old UK and Canadian system also exists. These three sizing methods are widely recognized and used on most knitting patterns. Conversions are given below.

Old UK & Canadian size	Metric size	US size
000	10	15
00	9	13
0	8	11
1	7½	11
2	7	10½
3	6½	10½
4	6	10
5	5½	9
6	5	8
7	4½	7
8	4	6
9	3½	5
–	3½	4
10	3½	3
11	3	2-3
12	2½	2
13	2½	1
14	2	0

Converting weights and lengths

oz = g x 0.0352
g = oz x 28.35
in = cm x 0.3937
cm = in x 2.54
yd = m x 0.9144
m = yd x 1.0936

Board of Trustees
Meeting Minutes
June 8, 2005
7:00 p.m.
Boylston Public Library

Attendees: Ken Linell, Marcia Priestley, Letty Ridinger, Cathy Richard, Angelo Scola, Sue Therriault, Nick Langhart, director.

Guests: Karen and Dick Prince, Jean Therriault, Sue Moore

Call to Order – The meeting was called to order at 7:02 p.m.

A motion was made and seconded to approve the minutes of May 11, 2005.

Treasurer's report: Angelo Scola gave the treasurer's report: $5611.23 in account. Motion made, seconded and approved to accept the treasurer's report as submitted.

Correspondence – Nick Langhart
Thank you from Letty Ridinger re: Memorial donation

Director's Report – Nick Langhart
Library: Paula at CMRLS ILL Conference on May 17 for libraries for our size.
Thanks to Friends for successful Memorial Day book sale – realized about $2000.
Nick will formally thank them.

Building:

- Thanks to Frank and Barbara Sleeper for flag, also to MCJTC for another flag.
- Electrical repairs – town handyman, Ken, fixed ballasts on lights
- Letter to ZBA – Sent on 15th of May. Meeting on June 20.
- Notifications sent for Historic District Commission hearing on 24th of June. Two legal announcements in Telegram and Gazette, also to abutters. Cathy will get copy of last Historic District Commission meeting for Sue so we can have their recommendations for how we need to change parking lot.
- Stake and flagging of construction site for Memorial Day

Old Business - Discussion of parking design alternatives and walk to parking lot to see new configuration. Discussion of Karen and Dick Prince's plan. Dick Prince would like an answer regarding costs allocated for the parking lot as designated in the KVA cost estimate of November, 2004. We will investigate how to protect land on Prince's side against future development.

Motion made to delete 2 more parking spaces off of Jonathan's plan of June 6, 2005 for a total of 19 spaces plus 2 handicapped spaces. Seconded and approved.

TechSoup, we are pleased to send you the Symantec software specified below in response to the order that you

MA US 01505

1.00 Norton AntiVirus 2005 (w/ 5-User Lic)

se for the product(s) listed in the quantity(ies) specified. Please keep this letter on file, as it represents Symantec s

is limited to obtaining one Enterprise product, and up to two Desktop product donations per year through the at TechSoup Stock. Also, qualifying organizations are eligible to obtain two product Renewal donations, one time a year is defined as the fiscal year of TechSoup Stock which runs from July 1 to June 30. After the beginning of our ly again to request additional Symantec software at www.techsoup.org/stock.

ease contact TechSoupStock Customer Service at:
org or 1-800-659-3579 x700.

ommunity service your organization provides every day.

Service

up
K
Telephone .: 800 659 3579 x700
Fax .....: 415 633 9444

ary

US 01505

Packing Slip

Date .....: 4/13/2005
Page .....: 1 of 1
Sales order .....: 73028
Mode of delivery .....: Ground Shipping

her e fulfilled)

n	Quantity	Price	Total
tiVirus 2005 (with 5-User License)	1.00	24.00	24.00

New Business –Election of Officers for '05-'06
Motion made and seconded to keep the same officers as '04 – '05: Sue Therriault, chair; Cathy Richard, vice-chair; Marcia Priestley, secretary; Angelo Scola, treasurer.
Adoption of Board of Trustees meeting calendar for '05 – '06 – Meetings will be held the second Wednesday of each month on 13 July, 10 August, 14 September, 12 October, 9 November, 14 December 2005, and 11 January, 8 February, 8 March, 12 April, 10 May and 14 June, 2006.

Upcoming meetings: 20 June 8:30 – ZBA, Selectmen immediately following; July 6 - Planning Board

Adjournment – The meeting was adjourned at 8:30 p.m.

TechSoup, we are pleased to send you the Symantec software specified below in response to the order that you

MA US 01505

1.00 Norton AntiVirus 2005 (w/ 5-User Lic)

nse for the product(s) listed in the quantity(ies) specified. Please keep this letter on file, as it represents Symantec's

is limited to obtaining one Enterprise product, and up to two Desktop product donations per year through the
e at TechSoup Stock. Also, qualifying organizations are eligible to obtain two product Renewal donations, one time
a year is defined as the fiscal year of TechSoup Stock which runs from July 1 to June 30. After the beginning of our
ply again to request additional Symantec software at www.techsoup.org/stock.

lease contact TechSoupStock Customer Service at:
.org or 1-800-659-3579 x700.

ommunity service your organization provides every day.

Service

Telephone .: 800 659 3579 x700
Fax .....: 415 633 9444

Packing Slip

ary

US 01505

Date .....: 4/13/2005
Page .....: 1 of 1
Sales order .....: 73028
Mode of delivery .....: Ground Shipping

the, se fulfilled)

on	Quantity	Price	Total
ntiVirus 2005 (with 5-User License)	1.00	24.00	24.00

in this shipment)

Board of Trustees
Meeting Minutes
June 8, 2005
7:00 p.m.
Boylston Public Library

Attendees: Ken Linell, Marcia Priestley, Letty Ridinger, Cathy Richard, Angelo Scola, Sue Therriault, Nick Langhart, director.

Guests: Karen and Dick Prince, Jean Therriault, Sue Moore

Call to Order – The meeting was called to order at 7:02 p.m.

A motion was made and seconded to approve the minutes of May 11, 2005.

Treasurer's report: Angelo Scola gave the treasurer's report: $5611.23 in account. Motion made, seconded and approved to accept the treasurer's report as submitted.

Correspondence – Nick Langhart
Thank you from Letty Ridinger re: Memorial donation

Director's Report – Nick Langhart
Library: Paula at CMRLS ILL Conference on May 17 for libraries for our size.
Thanks to Friends for successful Memorial Day book sale – realized about $2000.
Nick will formally thank them.

Building:

- Thanks to Frank and Barbara Sleeper for flag, also to MCJTC for another flag.
- Electrical repairs – town handyman, Ken, fixed ballasts on lights
- Letter to ZBA – Sent on 15th of May. Meeting on June 20.
- Notifications sent for Historic District Commission hearing on 24th of June. Two legal announcements in Telegram and Gazette, also to abutters. Cathy will get copy of last Historic District Commission meeting for Sue so we can have their recommendations for how we need to change parking lot.
- Stake and flagging of construction site for Memorial Day

Old Business - Discussion of parking design alternatives and walk to parking lot to see new configuration. Discussion of Karen and Dick Prince's plan. Dick Prince would like an answer regarding costs allocated for the parking lot as designated in the KVA cost estimate of November, 2004. We will investigate how to protect land on Prince's side against future development.

Motion made to delete 2 more parking spaces off of Jonathan's plan of June 6, 2005 for a total of 19 spaces plus 2 handicapped spaces. Seconded and approved.

New Business –Election of Officers for '05-'06
Motion made and seconded to keep the same officers as '04 – '05: Sue Therriault, chair; Cathy Richard, vice-chair; Marcia Priestley, secretary; Angelo Scola, treasurer.
Adoption of Board of Trustees meeting calendar for '05 – '06 – Meetings will be held the second Wednesday of each month on 13 July, 10 August, 14 September, 12 October, 9 November, 14 December 2005, and 11 January, 8 February, 8 March, 12 April, 10 May and 14 June, 2006

Upcoming meetings: 20 June 8:30 – ZBA, Selectmen immediately following; July 6 – Planning Board

Adjournment – The meeting was adjourned at 8:30 p.m.

MEETING MINUTES BOT JUNE 8 '05

ST
MS
MD
LR
KL
CR

ST
R + K Pres
J. M.

7:2 Minutes USP

Recess 7:5, 6, 11 23

Minutes Re: HDC - CR - BS to file w/ Clerk

ST. Recess & HDC - we stay in the minutes?

CR - I think recess are in minutes, will ck

7:15 OB

Pkg adds: 21 pages + 2 keyed by JR 6/6/05

revised plan (2) (go w/ the Pace's plan)

[visit to lot site]

→ Get KVA $ for pkg lot + drainage

disc re: number of acceptable spots: 19+2 = 76' from Cottonwood to end of lot, [illegible] spots from what is shaded

Recc. median to divide > sp. 85)

= 19+2.

guarantee of future: drainage only under pavement

treatment of South end of landscpg

KP - "this seems to protect the applicant" - what the Tm can do.

7:23 USP, Cr for 19+2

Office elections. KL the same officers.

Calendar of mtgs. July 13 no MS.

ZBA 6/20 8:30, Sidelman 9:00

PlgBd 7/6

LR - what of Fdn grant - Writing? 21 no activity

8:30

HERITAGE BIBLE CHAPEL

Men's Breakfast

Job and the Problem of Suffering

		Reading:	
5/21/05	Introduction and Prologue: "The Unseen Universe" (1-2)	Job 1-2	NL
6/5/05	Job's Lament: "In the Whirlwind of Disaster" (3)	Job 3-7	DR
	[First Dialogue] Reply of Eliphaz (4-5) Job's Rejionder (6-7)		
6/12/05	Bildad's Response (8) Job Continues (9-10)	Job 8-10	
6/26	Zophar's Counsel (11) Job's Response (12-14)	Job 11-14	
7/9	[Second Dialogue] Eliphaz Attacks Again (15) Job Defends Himself (16-17)	Job 15-17	
7/23	Bildad's Second Attack (18) Job Answers Bildad (19) Zophar Attacks Job (20 Job's Response (21)	Job 18-21	
8/6	[Third Dialogue] Eliphaz Attacks a Third Time (22) Job's Defense (23-24)	Job 22-24	
8/20	Bildad's Third Attack (25) Job's Defense (26) Job's Discourse (27-29)	Job 25-29	
9/3	Job's Discourse, continued (30-31)	Job 30-31	
9/17	Elihu Speaks (32-37)	Job 32-37	
9/31	The Lord Answers Job ($38-42^{6}$)	Job $38-42^{6}$	
10/13	God Restores Job (42^{3-17})	Job 42^{6-17}	

this shipment)

Boylston Public Library
Board of Trustees
MEETING AGENDA
May 11, 2005
7:00 p.m.

Call to Order

Approval of minutes of April 13, 2005

Treasurer's report

Correspondence
From Priscilla O'Connor, Linda Sokolowski, thanks for gifts

Director's report
Library:
Press conference for "Fund for Public Libraries", 4/19
Filed Trustee minutes for '04 & '05 with Town Clerk, 4/20
Staff vacations scheduled
Building:
Sent hearing request letter to Historic District Comm 4/21
Delivered Historic District applic to Bruce Symonds 5/6
Sent hearing notice to T&G and 13 abutters reg mail 5/10

Old Business

New Business

Adjournment

Attachments:
Librarian's report
Report to MBLC for April
"Bill may benefit libraries", T&G, 4/19
"Articles proposed to aid library project", Globe West 4/24
"Library...articles draw interest". Banner, 4/28 "Zoning sparks heated debate", Banner, 5/5 "Can library get back on track?", T&G, 5/11 Centralities

HERITAGE BIBLE CHAPEL

Men's Breakfast

Job and the Problem of Suffering

		Reading:	
5/21/05	Introduction and Prologue: "The Unseen Universe" (1-2)	Job 1-2	NL
6/5/05	Job's Lament: "In the Whirlwind of Disaster" (3) [First Dialogue] Reply of Eliphaz (4-5) Job's Rejionder (6-7)	Job 3-7	DR
6/12/05	Bildad's Response (8) Job Continues (9-10)	Job 8-10	
6/26	Zophar's Counsel (11) Job's Response (12-14)	Job 11-14	
7/9	[Second Dialogue] Eliphaz Attacks Again (15) Job Defends Himself (16-17)	Job 15-17	
7/23	Bildad's Second Attack (18) Job Answers Bildad (19) Zophar Attacks Job (20 Job's Response (21)	Job 18-21	
8/6	[Third Dialogue] Eliphaz Attacks a Third Time (22) Job's Defense (23-24)	Job 22-24	
8/20	Bildad's Third Attack (25) Job's Defense (26) Job's Discourse (27-29)	Job 25-29	
9/3	Job's Discourse, continued (30-31)	Job 30-31	
9/17	Elihu Speaks (32-37)	Job 32-37	
9/31	The Lord Answers Job ($38-42^{6}$)	Job $38-42^{6}$	
10/13	God Restores Job (42^{3-17})	Job 42^{6-17}	

Boylston Public Library
Board of Trustees
MEETING AGENDA
May 11, 2005
7:00 p.m.

Call to Order

Approval of minutes of April 13, 2005

Treasurer's report

Correspondence
From Priscilla O'Connor, Linda Sokolowski, thanks for gifts

Director's report
Library:
Press conference for "Fund for Public Libraries", 4/19
Filed Trustee minutes for '04 & '05 with Town Clerk, 4/20
Staff vacations scheduled
Building:
Sent hearing request letter to Historic District Comm 4/21
Delivered Historic District applic to Bruce Symonds 5/6
Sent hearing notice to T&G and 13 abutters reg mail 5/10

Old Business

New Business

Adjournment

Attachments:
Librarian's report
Report to MBLC for April
"Bill may benefit libraries", T&G, 4/19
"Articles proposed to aid library project", Globe West 4/24
"Library...articles draw interest". Banner, 4/28 "Zoning sparks heated debate", Banner, 5/5 "Can library get back on track?", T&G, 5/11 Centralities

From: **Self <nlanghar@cwmars.org>**
To: **SATherriau@aol.com, rrichard@gis.net, marcia@priestleycom.net, ANCY21@charter.net, lettyis@yahoo.com, klinell@charter.net**
Subject: **Agenda, BOT meeting, 5/11/05**
Date sent: **Wed, 11 May 2005 12:45:25 -0400**

Boylston Public Library
Board of Trustees
MEETING AGENDA
May 11, 2005
7:00 p.m.

Call to Order

Approval of minutes of April 13, 2005

Treasurer's report

Correspondence
- From Priscilla O'Connor, Linda Sokolowski, thanks for gifts

Director's report
- Library:
  - Press conference for "Fund for Public Libraries", 4/19
  - Filed Trustee minutes for '04 & '05 with Town Clerk, 4/20
  - Staff vacations scheduled
- Building:
  - Sent hearing request letter to Historic District Comm 4/21
  - Delivered Historic District applic to Bruce Symonds 5/6
  - Sent hearing notice to T&G and 13 abutters reg mail 5/10

Old Business

New Business

Adjournment

Attachments:

Librarian's report
Report to MBLC for April
"Bill may benefit libraries", T&G, 4/19
"Articles proposed to aid library project", Globe West 4/24
"Library...articles draw interest", Banner, 4/28 "Zoning sparks heated debate", Banner, 5/5 "Can library get back on track?", T&G, 5/11 Centralities

Adjournment

Attachments:

Librarian's report
Report to MBLC for April
"Bill may benefit libraries", T&G, 4/19
"Articles proposed to aid library project", Globe West 4/24
"Library...articles draw interest", Banner, 4/28 "Zoning sparks heated debate", Banner, 5/5 "Can library get back on track?", T&G, 5/11 Centralities

** OFF THE RECORD **

HDC's objection to the expansion/renovation project will relate to the parking lot.

Comments –

- Want diagonal parking spaces
- Want lot recessed – below grade
- Make it pretty, functional, useful
- Make it like Lincoln Plaza lot (plantings)
- Have median of plantings in center – with one way travel pattern
- Make it not look like one big blacktopped area
- The lot will be empty more often than it is full (based on number of hours library is open) – eyesore
- Break up the lot with plantings (between spaces) – like in Florida

Board of Trustees
Meeting Minutes
May 11, 2005
7:00 p.m.
Boylston Public Library

Attendees: Ken Linell, Marcia Priestley, Letty Ridinger, Cathy Richard, Angelo Scola, Sue Therriault, Nick Langhart, director.

Guests: Karen and Dick Prince, Jean Therriault, Bruce Symonds, Sue Moore, Jamie Rame, Lynn Butler, Dave Cutter.

Call to Order – The meeting was called to order at 7:02 p.m.

A motion was made and seconded to approve the minutes of April 13, 2005 after revisions were made.

Treasurer's report: Angelo Scola gave the treasurer's report $5610.67 in account. Motion made and seconded to approve the Treasurer's report as submitted. Approved.

Correspondence – Nick Langhart
Thank you notes received from Priscilla O'Connor and Linda Sokolowski for gifts

Director's Report – Nick Langhart
Library:
Press conference for "Fund for Public Libraries", 4/19 – Nick attended conference. Bill addressed for libraries – matching funds for library foundations. Nick attached article.

Filed Trustee minutes for '04 & '05 with Town Clerk, 4/20

Staff vacations scheduled.

Building:
Sent hearing request letter to Historic District Comm 4/21
Delivered Historic District application to Bruce Symonds 5/6 – Meeting scheduled for May 24th, 7 p.m. at Historical Society Building and Museum.
Sent hearing notice to T&G and 13 abutters registered mail 5/10

Old Business - none

New Business – Options for going forward with the Planning Board meeting on June 6th at 8 p.m. were discussed in addition to the Historic Commission. Sue and Nick will draft a letter to the ZBA requesting a meeting so we can discuss what design changes will be acceptable to meet the 50% increase by-law. We also need to meet with Selectmen to find out about purchase negotiations regarding the Moore's property. Jamie Rame, 620 Main St., asked what she could

	BELOW REQUIREMENTS	REQUIRES IMPROVEMENT	MEETS REQUIREMENTS	ABOVE OR EXCEEDS REQUIREMENT
6. Resourcefulness:	[ ]	[ ]	[ ]	[ ]

Comments:

7. Adaptability:	[ ]	[ ]	[ ]	[ ]

Comments:

do to help rally townspeople behind the expansion plans. Sue Therriault also suggested that we reconvene the Building Committee to discuss options after we get feedback from ZBA.

Motion made and seconded that we want to move ahead with the current plan on the same location. Unanimously approved.

Memorial Day plans on track. Sarah has been sorting, planning, etc. for Book Sale.

Bruce Symonds brought up doing something different with the parking lot. (Diagonal parking, one way traffic, green spaces in the middle.)

Motion made, seconded, approved and roll call done to go into Executive Session to discuss acquisition of Moore property.

Adjournment – The meeting was adjourned at 7:45 p.m.
Executive Session was adjourned at 8:55 p.m.

Attachments:
Librarian's report
Report to MBLC for April
"Bill may benefit libraries", T&G, 4/19
"Articles proposed to aid library project", Globe West 4/24
"Library...articles draw interest", Banner, 4/28
"Zoning sparks heated debate", Banner, 5/5
"Can library get back on track?", T&G, 5/11
Centralities

	BELOW REQUIREMENTS	REQUIRES IMPROVEMENT	MEETS REQUIREMENTS	ABOVE OR EXCEEDS REQUIREMENTS
6. Resourcefulness:	[ ]	[ ]	[ ]	[ ]

Comments:

7. Adaptability:	[ ]	[ ]	[ ]	[ ]

Comments:

Boylston Public Library
Board of Trustees
MEETING AGENDA
April 13, 2005
7:00 p.m.

Call to Order

Approval of minutes of March 18, 2005

Treasurer's report

Correspondence
From Cheryl Newcomb: Thank-you for donation in memory of Kent
From Planning Board: 2 bills for Graves Engineering:
1) 1/5/05, $1,707.50; 2) 3/2/05, $837.50.

Director's report
Library:
Donation sent in memory of Arline Mantyla
FY'06 budget returned, less $1,000 for phone expenses
State Aid supplemental grant received of $237.59
Web site updated for April
Library Week letters for staff done, with checks
Building:
Discussion with Anne Larsen on 'Dover Amendment'
Letter and response from John Trexler on landscape review
Spoke to Fdn mtg on March 24, Church Men's Club on April 5

Old Business

New Business
Authorization to proceed with application to Historic District Com

Adjournment

From: **Self <nlanghar@cwmars.org>**
To: **SATherriau@aol.com, rrichard@gis.net, marcia@priestleycom.net, ANCY21@charter.net, lettyis@yahoo.com, klinell@charter.net**
Subject: **Agenda for Trustees meeting, Wednesday, April 13**
Date sent: **Fri, 08 Apr 2005 15:25:50 -0400**

Boylston Public Library
Board of Trustees
MEETING AGENDA
April 13, 2005
7:00 p.m.

Call to Order

Approval of minutes of March 18, 2005

Treasurer's report

Correspondence
From Cheryl Newcomb: Thank-you for donation in memory of Kent
From Planning Board: 2 bills for Graves Engineering:
1) 1/5/05, $1,707.50; 2) 3/2/05, $837.50.

Director's report
Library:
Donation sent in memory of Arline Mantyla
FY'06 budget returned, less $1,000 for phone expenses
State Aid supplemental grant received of $237.59
Web site updated for April
Library Week letters for staff done, with checks
Building:
Discussion with Anne Larsen on 'Dover Amendment'
Letter and response from John Trexler on landscape review
Spoke to Fdn mtg on March 24, Church Men's Club on April 5

Old Business

New Business

Authorization to proceed with application to Historic District Com

Adjournment

Attachments:

Librarian's report
Report to MBLC for March
Banner article of March 17
Centralities

New Business

Authorization to proceed with application to Historic District Com

Adjournment

Attachments:

Librarian's report
Report to MBLC for March
Banner article of March 17
Centralities

Boylston Public Library Board of Trustees
Minutes of April 13, 2005

Attendees: Ken Linell, Cathy Richard, Angelo Scola, Letty Ridinger, Sue Theriault,Nick Langhart – Director

Guests: Mr. & Mrs. David Prince, Jean Theriault, Sue Moore

The meeting was called to order at 7:00pm by Sue Theriault.

A motion was made and seconded to approve the minutes of the meeting of March 18, 2005.

Treasurer's Report: Angelo Scola gave the report that there is $5610.67 in account.
-A motion was made, seconded and approved to accept the treasurer's report.

Director's Report: Nick Langhart reported that two bills from Graves Engineering were not explained in detail. The bills were approved to be paid so they would not remain outstanding. Nick would talk to the planning board or the town administrator to see how the billing works.

Other items reported as follows: The website is currently updated to May. Library week: letters and checks were sent to library staff, and the ever efficient Paula Peterson responded immediately with a thank you note. John Trexler is willing to walk around the Library and give feedback on the landscape plans. The FY06 Town Budget will cover phone expenses for the Library just like is done for Fire and Police. The Library's budget is level funded FY06.

There was a discussion on the "Dover" amendment with Anne Larsen. She said that many libraries lift the zoning by-laws for expansions. Special exceptions are for religious and educational purposes.

Old Business: The Friends of the Library did their spring clean-up on May 1, 2005. The Trustees sent in their formal application to the Historical District Commission on February 17, 2005.

New Business: None.

A motion was made, seconded and approved to adjourn the meeting at 7:35pm. The Trustees then entered executive session to discuss the potential purchase of Sue Moore's House. Executive session closed at 8:33pm.

Respectfully Submitted,

Letty Ridinger

Boylston Public Library Board of Trustees
Minutes of April 13, 2005

Attendees: Ken Linell, Cathy Richard, Angelo Scola, Letty Ridinger, Sue Theriault,Nick Langhart – Director

Guests: Mr. & Mrs. David Prince, Jean Theriault, Sue Moore

The meeting was called to order at 7:00pm by Sue Theriault.

A motion was made and seconded to approve the minutes of the meeting of March 18, 2005.

Treasurer's Report: Angelo Scola gave the report that there is $5610.67 in account.
-A motion was made, seconded and approved to accept the treasurer's report.

Director's Report: Nick Langhart reported that two bills from Graves Engineering were not explained in detail. The bills were approved to be paid so they would not remain outstanding. Nick would talk to the planning board or the town administrator to see how the billing works.

Other items reported as follows: The website is currently updated to May. Library week; letters and checks were sent to library staff, and the ever efficient Paula Peterson responded immediately with a thank you note. John Trexler is willing to walk around the Library and give feedback on the landscape plans. The FY06 Town Budget will cover phone expenses for the Library just like is done for Fire and Police. The Library's budget is level funded FY06.

There was a discussion on the "Dover" amendment with Anne Larsen. She said that many libraries lift the zoning by-laws for expansions. Special exceptions are for religious and educational purposes.

Old Business: The Friends of the Library did their spring clean-up on May 1, 2005. The Trustees sent in their formal application to the Historical District Commission on February 17, 2005.

New Business: None.

A motion was made, seconded and approved to adjourn the meeting at 7:35pm. The Trustees then entered executive session to discuss the potential purchase of Sue Moore`s House. Executive session closed at 8:33pm.

Respectfully Submitted,

Letty Ridinger

BOT APRIL 13, 2005

meeting Notes

ST
AS
LR
CR
KL

NL
JT
R+K Prince

7:00

Mins
Treas
Dir – Ignores Bills. ST to get reports

MSP 2 gomes bills from const Acct

R. Prince on Trailer involvement

MSP for HDC appl. Unsm 7:35

EXEC SESSION: 7:38 pm:

7:38 KL, AS, ST, NL at Selectmen 4/11.

So has appraiser, inside by 4/25, House + Hosting. (gary McCloud)

Rpcl value is $450,000. which is not on appraisal. Warrant

warrant articles. Moore's attitudes.

mtg w/ Princes eve 4/11. "Bottom line" pkg spaces discu

4/25 selectmen + mock TM

4/27 7:30 hearing PB on articles

5/2 TM
3/4 vote

5/11 FBOT

– @ 7:33 –

Boylston Public Library
Board of Trustees
MEETING AGENDA
April 13, 2005
7:00 p.m.

Call to Order

Approval of minutes of March 18, 2005

Treasurer's report

Correspondence
From Cheryl Newcomb: Thank-you for donation in memory of Kent
From Planning Board: 2 bills for Graves Engineering:
1) 1/5/05, $1,707.50; 2) 3/2/05, $837.50.

Director's report
Library:
Donation sent in memory of Arline Mantyla
FY'06 budget returned, less $1,000 for phone expenses
State Aid supplemental grant received of $237.59
Web site updated for April
Library Week letters for staff done, with checks
Building:
Discussion with Anne Larsen on 'Dover Amendment'
Letter and response from John Trexler on landscape review
Spoke to Fdn mtg on March 24, Church Men's Club on April 5

Old Business

New Business
Authorization to proceed with application to Historic District Com

Adjournment

AGENDA
Special Meeting
Boylston Public Library Board of Trustees
Friday, March 18, 2005, 12:00 p.m.

Call to order by Cathy Richard

Approval of minutes of March 9, 2005

Treasurer's report

Director's report
Donation in memory of Letty's mother to be made to First Parish, Dorchester's Steeple Fund. In what amount?

Old Business

New Business
Reciept of ZBA decision dated February 28, 2005: shall the Board appeal this decision?

Adjournment

AGENDA
Special Meeting
Boylston Public Library Board of Trustees
Friday, March 18, 2005, 12:00 p.m.

Call to order by Cathy Richard

Approval of minutes of March 9, 2005

Treasurer's report

Director's report
Donation in memory of Letty's mother to be made to First Parish, Dorchester's Steeple Fund. In what amount?

Old Business

New Business
Reciept of ZBA decision dated February 28, 2005: shall the Board appeal this decision?

Adjournment

From: **Self <nlanghar@cwmars.org>**
To: **SATherriau@aol.com, marcia@priestleycom.net, ANCY21@charter.net, klinell@charter.net, rrichard@gis.net, lettyis@yahoo.com**
Subject: **Friday, 3/18 Board Meeting**
Copies to: **jrichmond@richmondfrenchdesign.com, marybethlitofsky@aol.com**
Date sent: **Wed, 16 Mar 2005 17:16:44 -0500**

All,

Today, Sue Olsen told me that she is submitting two articles for the May Town Meeting. While these would be appropriate to mention at Friday's
meeting, I really was not interested in the abutters knowing about them right now, least they have too much time to organize opposition. (But I've already given Margaret Seiber a head's-up on this.)

These articles would exempt municipal facilities from a rear line set-back requirement and from the requirement for ZBA permission to add an addition of greater than 50% to an existing building.

These offer the best hope of building the design we are now so invested in, and which we believe to be the best possible.

I wanted you to know of this because it may affect our decision on wether or not to appeal and the timing of any revision to the present plan that we may want to authorize.

I've also been trying to talk to Atty Ricker on the mechanics of the appeal process, but Bill Filsinger and Sandy Bourassa said that it must be a full legal brief submitted to Superior Court in Worcester with copies to the Town Clerk, attorneys for the abutters, etc., in hand by the end of business Monday, 3/21. (That's really more than we can manage.)

I asked Filsinger if we could appeal and also go ahead with submission of a revised plan. He thought that any revision would undercut the appeal, because we'd be giving evidence that we could work around our stated hardships. He also was less than impressed with Atty Ricker's presentations and post-hearing memorandum. And he has reservations about the legality of the 50% addition rule, so it's proposed removal re: municipal facilities will not be opposed by him.

From:	**Self <nlanghar@cwmars.org>**
To:	**SATherriau@aol.com, marcia@priestleycom.net, ANCY21@charter.net, klinell@charter.net, rrichard@gis.net, lettyis@yahoo.com**
Subject:	**Friday, 3/18 Board Meeting**
Copies to:	**jrichmond@richmondfrenchdesign.com, marybethlitofsky@aol.com**
Date sent:	**Wed, 16 Mar 2005 17:16:44 -0500**

All,

Today, Sue Olsen told me that she is submitting two articles for the May Town Meeting. While these would be appropriate to mention at Friday's meeting, I really was not interested in the abutters knowing about them right now, least they have too much time to organize opposition. (But I've already given Margaret Seiber a head's-up on this.)

These articles would exempt municipal facilities from a rear line set-back requirement and from the requirement for ZBA permission to add an addition of greater than 50% to an existing building.

These offer the best hope of building the design we are now so invested in, and which we believe to be the best possible.

I wanted you to know of this because it may affect our decision on wether or not to appeal and the timing of any revision to the present plan that we may want to authorize.

I've also been trying to talk to Atty Ricker on the mechanics of the appeal process, but Bill Filsinger and Sandy Bourassa said that it must be a full legal brief submitted to Superior Court in Worcester with copies to the Town Clerk, attorneys for the abutters, etc., in hand by the end of business Monday, 3/21. (That's really more than we can manage.)

I asked Filsinger if we could appeal and also go ahead with submission of a revised plan. He thought that any revision would undercut the appeal, because we'd be giving evidence that we could work around our stated hardships. He also was less than impressed with Atty Ricker's presentations and post-hearing memorandum. And he has reservations about the legality of the 50% addition rule, so it's proposed removal re: municipal facilities will not be opposed by him.

But the queston remains: If the ZBA rules change re: municipal facilities, is the present ZBA decision of no effect?
Must the plan be re-submitted since it was disapproved under the old rules? Would we have to wait 2 years? Who decides?

Our big challenge now is to present such a compelling case to the Planning Board on April 4 that we have a chance to salvage the present plan.

We've made extra copies of the ZBA decision, all 24 pages.

I'll let you know if I learn of any other developments. Nick

AGENDA
Special Meeting
Boylston Public Library Board of Trustees
Friday, March 18, 2005, 12:00 p.m.

Call to order by Cathy Richard

Approval of minutes of March 9, 2005

Treasurer's report

Director's report
Donation in memory of Letty's mother to be made to First Parish, Dorchester's Steeple Fund. In what amount?

Old Business

New Business
Reciept of ZBA decision dated February 28, 2005: shall the Board appeal this decision?

Adjournment

From:	**Self <nlanghar@cwmars.org>**
To:	**ohboys869@aol.com**
Subject:	**An opportunity**
Copies to:	**SATherriau@aol.com**
Date sent:	**Wed, 16 Mar 2005 15:57:01 -0500**

Margaret,

A note to thank you for heading up the CCPI group, we NEED community-based support for the library project at this point.

I wanted you to be the first to know: Sue Olsen said today that she is placing on the warrant for the May Town Meeting two articles: the first would exempt municipal facilities from the planning/zoning by-law that requires a variance for any addition greater than 50% to an existing building and the second would exempt municipal facilities from the rear set-back requirement. These would enable the project to bypass the ZBA, though we would still have to prevail with the Planning Board and any appeals by abutters.

But this is the most hopeful sign I've had that the present library design might be able to be built.

As the Tn Mtg date approaches, we'll have to publicize the need for overwelming support for the passage of these articles and many supporters to be at the Meeting.

I'm not mentioning this news publically yet, least the opponents have too great an opportunity to organize against us, but I wanted you to know about this hopeful opening.

Again, thanks. Nick

Boylston Public Library Board of Trustees
Special Meeting
March 18, 2005, 12:00 p.m.

Attendees: Ken Linell, Marcia Priestley, Cathy Richard, Angelo Scola, Nick Langhart, director

Guests: None

The meeting was called to order at 12:05 p.m. by Cathy Richard

A motion was made and seconded to approve the minutes of March 9, 2005 (with change to Sarah Scheinfein's name), as submitted by Marcia Priestley. Approved.

Treasurer's report: Angelo Scola gave the treasurer's report. $6260.19 in account; check to Cheryl and two deposits from the foundation. Motion made and seconded to approve the treasurer's report as submitted Approved

Director's report: Nick Langhart
It was moved, seconded and passed to send a donation of $100.00 from the Trustees account in memory of Arline B. Mantyla (mother of Trustee Letty Ridinger) to the First Parish Church Steeple Fund, 10 Parish St., Dorchester, MA 02122.

Nick received a contract from CMRLS to enable hiring a temporary replacement for Cheryl through BiblioTemps. Nick thinks we will be looking for volunteers instead because the price for the level we need ($21.33 per hour) for a mid-level paraprofessional, is too high.

Old Business None

New Business
Receipt of ZBA decision dated February 28, 2005. After discussion, a motion was made, seconded and approved not to appeal the ZBA's ruling.

Adjournment – The meeting was adjourned at 12:57 p.m.

Respectfully submitted,
Marcia Priestley
Secretary

Boylston Public Library Board of Trustees
Special Meeting
March 18, 2005, 12:00 p.m.

Attendees: , Ken Linell, Marcia Priestley, Cathy Richard, Angelo Scola, Nick Langhart, director

Guests: None

The meeting was called to order at 12:05 p.m. by Cathy Richard

A motion was made and seconded to approve the minutes of March 9, 2005 (with change to Sarah Scheinfein's name), as submitted by Marcia Priestley. Approved.

Treasurer's report : Angelo Scola gave the treasurer's report. $6260.19 in account; check to Cheryl and two deposits from the foundation. Motion made and seconded to approve the treasurer's report as submitted Approved

Director's report - Nick Langhart
It was moved, seconded and passed to send a donation of $100.00 from the Trustees account in memory of Arline B. Mantyla (mother of Trustee Letty Ridinger) to the First Parish Church Steeple Fund, 10 Parish St., Dorchester, MA 02122.

Nick received a contract from CMRLS to enable hiring a temporary replacement for Cheryl. through BiblioTemps. Nick thinks we will be looking for volunteers instead because the price for the level we need ($21.33 per hour) for a mid-level paraprofessional, is too high.

Old Business

New Business
Receipt of ZBA decision dated February 28, 2005. After discussion, a motion was made, seconded and approved not to appeal the ZBA's ruling.

Adjournment – The meeting was adjourned at 12:57 p.m.

Respectfully submitted,
Marcia Priestley
Secretary

Boylston Public Library Board of Trustees
Special Meeting
March 18, 2005, 12:00 p.m.

Attendees: , Ken Linell, Marcia Priestley, Cathy Richard, Angelo Scola, Nick Langhart, director

Guests: None

The meeting was called to order at 12:05 p.m. by Cathy Richard

A motion was made and seconded to approve the minutes of March 9, 2005 (with change to Sarah Scheinfein's name), as submitted by Marcia Priestley. Approved.

Treasurer's report : Angelo Scola gave the treasurer's report. $6260.19 in account; check to Cheryl and two deposits from the foundation. Motion made and seconded to approve the treasurer's report as submitted Approved

Director's report - Nick Langhart
It was moved, seconded and passed to send a donation of $100.00 from the Trustees account in memory of Arline B. Mantyla (mother of Trustee Letty Ridinger) to the First Parish Church Steeple Fund, 10 Parish St., Dorchester, MA 02122.

Nick received a contract from CMRLS to enable hiring a temporary replacement for Cheryl. through BiblioTemps. Nick thinks we will be looking for volunteers instead because the price for the level we need ($21.33 per hour) for a mid-level paraprofessional, is too high.

Old Business

New Business
Receipt of ZBA decision dated February 28, 2005. After discussion, a motion was made, seconded and approved not to appeal the ZBA's ruling.

Adjournment – The meeting was adjourned at 12:57 p.m.

Respectfully submitted,
Marcia Priestley
Secretary

Boylston Public Library Board of Trustees
Special Meeting
March 18, 2005, 12:00 p.m.

Attendees: Ken Linell, Marcia Priestley, Cathy Richard, Angelo Scola, Nick Langhart, director

Guests: None

The meeting was called to order at 12:05 p.m. by Cathy Richard

A motion was made and seconded to approve the minutes of March 9, 2005 (with change to Sarah Scheinfein's name), as submitted by Marcia Priestley. Approved.

Treasurer's report: Angelo Scola gave the treasurer's report. $6260.19 in account; check to Cheryl and two deposits from the foundation. Motion made and seconded to approve the treasurer's report as submitted Approved

Director's report: Nick Langhart
It was moved, seconded and passed to send a donation of $100.00 from the Trustees account in memory of Arline B. Mantyla (mother of Trustee Letty Ridinger) to the First Parish Church Steeple Fund, 10 Parish St., Dorchester, MA 02122.

Nick received a contract from CMRLS to enable hiring a temporary replacement for Cheryl through BiblioTemps. Nick thinks we will be looking for volunteers instead because the price for the level we need ($21.33 per hour) for a mid-level paraprofessional, is too high.

Old Business None

New Business
Receipt of ZBA decision dated February 28, 2005. After discussion, a motion was made, seconded and approved not to appeal the ZBA's ruling.

Adjournment – The meeting was adjourned at 12:57 p.m.

Respectfully submitted,
Marcia Priestley
Secretary

Sp mtg BOT 3/18/05

12 of 5

KL researching open mtg laws, has copy

minutes: Scheinfein (spelling) MSP

Treas: ck to CN, $6,260.19. MSP

Litty's mem $1000

BS: blio temps - 2 @ 33/hr

→ Call S.O. re ZBA appt to head cttee

" Jan Stratton re lawyer,

" MP for lawyer

→ Update mail. for SB —

Appeal ZBA. moved by KL, AS, no opposed 12:57 p.m.

~~→ Report to SO + SB on No. Appeal~~

~~→ Call C.W.~~

KL
CR
AS
MJ
NL

MAR 1 8 2005

Digest pay for position —
- Vivian
- Barbara
moved

BOT

Tues 3/22
First Parish Ch.
10 Parish Street
Dorchester, MA
02122

steeple fund.

" IT was moved, seconded (KL) (AS) to approve to add a donation of $100 in memory of Adeline B. Mantyla (mother of Litty Rudinger) to the First Parish Church, Unitarian, Steeple Fund, 10 Parish Street, Dorchester, MA 02122 "

Chapter One

May I Introduce to You Saul of Tarsus . . .

Each time we engage in a serious study of a great life, we need to brace ourselves for surprises. Interestingly, the greater the life the more shocking the surprises. You can count on it, the circumstances and events that led to greatness in that person took place in the hidden years when few were looking and no one cared.

That's certainly true of America's sixteenth and probably greatest president, Abraham Lincoln. Most would assume the office of President of the United States would be a fitting climax to an already prestigious life. After all, anyone who becomes president surely grew up with sort of a silver-spoon background, emerging naturally into the limelight before beginning an easy slide into the role of president. Hardly.

Lincoln was born in 1809 in a primitive log cabin in what was then known as Hardin County, Kentucky. His father was an illiterate, wandering laborer, his mother a frail sickly woman. They were forced out of their home when he was only seven. His poor mother died when he was nine. He had virtually no formal schooling.

He first attempted a career in business in 1831 and failed miserably. A year later he ran for state legislature unsuccessfully. That same year he lost his job

From:	**Self <nlanghar@cwmars.org>**
To:	**SATherriau@aol.com, STHERRIAULT@ALLMERICA.COM, marcia@priestleycom.net, ANCY21@charter.net, klinell@charter.net, rrichard@gis.net, lettyis@yahoo.net**
Subject:	**Joint Meeting of Wednesday, March 9, 2005**
Copies to:	**mrlinell@charter.net, phamil@charter.net, judy.pugh@charter.net, JRTherriault@charter.net, scheinfein@charter.net, JMcgrath@aol.com**
Date sent:	**Wed, 09 Mar 2005 14:38:04 -0500**

AGENDA
Joint meeting:
Trustees of the Boylston Public Library
Board of the BPL Foundation
Officers of the Friends of the Library

March 9, 2005, 7:00 p.m.

Call to Order

Approval of minutes of February 9, 2005

Treasurer's report

Correspondence:
- RFD bill, Jan 1 - Feb 15, 2005, $7,749.24
  (Site issues, RFD=$2,660; engineering, S & McN=$3,965.38;
  water flow test,Ecotech=$650; reimbursables=$473.86)
- RFD letter re: fee surplus
- Planning Bd for Graves Engineering, 'design review'=$1,707.50

Report of Library Foundation
- Maureen Rafferty Linell, president

Report of the Friends
- Sarah Scheifein, president

Director's report

- Library:
  - Cheryl Newcomb granted leave effective February 24
  - Mtg with Finance cmte on FY'06 operating budget March 3
  - Mtg with Personnel Bd on reclass of director's job Feb 17
  - Newsletter mailed Feb 17
  - Web site updates
  - Replacements: computer, furnace relay, microwave oven
  - National Library Week is April 10-16, 2005
- Building:
  - Address to Men's Club set for April 5
  - Discussion with Nell Lazour re: Hillside March 2

Building Committee

- Meeting with Historic District Committee Feb 17
- Bldg Cmte mtg of 2/18: review of project options list
- Jonathan's photo-montage of proposed addition done

Old Business

- Proposal to purchase 1 Scar Hill Road
- Review of revised project options list

New Business

Adjournment

Calendar:

- Building Committee, Friday, March 11, 9:00 a.m.
- Planning Board, Monday, April 4, 8:00 p.m.

Attachments:

- Librarian's report
- Report to MBLC for February
- List of current e mail addresses
- Centralities

Joint meeting:
Trustees of the Boylston Public Library
Board of the BPL Foundation
Officers of the Friends of the Library

March 9, 2005, 7:00 p.m.

Call to Order

Approval of minutes of February 9, 2005

Treasurer's report - 2

Correspondence:
- RFD bill, Jan 1 - Feb 15, 2005, $7,749.24
  - (Site issues, RFD=$2,660; engineering, S & McN=$3,965.38; water flow test,Ecotech=$650; reimbursables=$473.86)
- RFD letter re: fee surplus
- Planning Bd for Graves Engineering, 'design review'=$1,707.50

Report of Library Foundation
- Maureen Rafferty Linell, president

Report of the Friends
- Sarah Scheifein, president

Director's report
- Library:
  - Cheryl Newcomb granted leave effective February 24
  - Mtg with Finance cmte on FY'06 operating budget March 3
  - Mtg with Personnel Bd on reclass of director's job Feb 17
  - Newsletter mailed Feb 17
  - Web site updates
  - Replacements: computer, furnace relay, microwave oven
  - National Library Week is April 10-16, 2005
- Building:
  - Address to Men's Club set for April 5
  - Discussion with Nell Lazour re: Hillside March 2

Building Committee
- Meeting with Historic District Committee Feb 17
- Bldg Cmte mtg of 2/18: review of project options list
- Jonathan's photo-montage of proposed addition done

Old Business
- Proposal to purchase 1 Scar Hill Road
- Review of revised project options list

New Business

Adjournment BC 3/11/

Boylston Public Library Board of Trustees
Board of the BPL Foundation
Officers and Friends of the Library
Joint Meeting
March 9, 2005, 7:00 p.m.

Attendees: Ken Linell; Marcia Priestley, Letty Redinger, Cathy Richard, Angelo Scola, Sue Therriault, Nick Langhart, director

Guests: Pat Brissette, Persis Hamilton, Maureen Rafferty Linell, Sue Moore, Dick Prince, Karen Prince, Sarah Scheinfein, Margaret Sieber, Jean Therriault

The meeting was called to order at 7:03 p.m.

A motion was made and seconded to approve the minutes of February 9, 2005 as submitted by Sue Therriault. Approved.

Treasurer's report : Angelo Scola gave the treasurer's report. $6617.46 in account, no activity. Motion made and seconded to approve the treasurer's report as submitted. Approved.

Correspondence – Nick Langhart
Richmond French Design bill, Jan 1 – Feb. 15, 2005, for $7,749.24. (Site issues - RFD - $2660; engineering, Stamsky & McNary - $3965.38 (represents 4 different bills); water flow test, Ecotech - $650; reimbursables - $473.86) Motion made and seconded to approved the bill. Approved for payment.

RFD letter re: fee surplus – reaffirming their support and cooperation.

Planning Board submitted bill from Graves Engineering for "design review": - $1707.50. Motion made to ask the Planning Board to verify the Graves Engineering invoice. Seconded and approved. Nick will ask Sue Olsen to find out about the bill.

Report of Library Foundation – Maureen Rafferty Linell, president – Annual Fund Drive note sent out. $4495 received - 86 people so far have contributed.

Report of the Friends – Sarah Scheinfein, president – Sarah said she looks at Friends as a bridge between the community and library. She mentioned passes to various places – Tower Hill and Davis Farmland are new; flyers to school; updated website with Friends info.; spoke of various activities. Memorial Day Book Sale donations being accepted. Wants to incorporate a project with the kids or sell book bags. Thinking of end of summer program. Six members in friends. Sarah requested that she be emailed information on results of various meetings so she can answer questions from people when they ask.

#20 03-22-2005 12:29PM Item(s) checked out to MORENA, PATRICIA .

TITLE	BARCODE	DUE DATE
The namesake / Jhumpa Lah	37386008634891	04-12-05

Director's report - Nick Langhart

Library:

- Cheryl Newcomb was granted a leave effective February 24 – her husband suffered a stroke and died a week later on March 4. Motion made, seconded and approved to send a check to Cheryl for $500 from trustees and staff of library.
- Meeting with Finance Committee on FY 06 operating budget was on March 4 – total of $142,516. Expect to hear from them soon. Also, Nick will inquire of CMRLS for temporary library service to see if we can cover hours through them (during Cheryl's absence and perhaps in place of Cheryl if she doesn't return).
- Meeting with Personnel Board on reclassification of director's job was on Feb. 17 – the level was changed from 10 to 12. This will mean a small salary increase for Nick.
- Newsletter mailed on Feb. 17. Marie's Direct Mail – saved one-third of cost.
- Website updated. Calendar updated at end of each month.
- Replacements: computer, furnace relay, microwave oven
- National Library Week is April 10-16, 2005 – motion made, seconded and approved to leave appreciation awards to library staff the same as in the past except give them a check instead of a gift card.

Building:

Address to Men's Club set for April 5.
Nell Lazour: Hillside looking for collaborative uses. Nick concluded the library is not a good prospect due to size of rooms available, weight of books, handicapped restrictions and staffing.

Building Committee:

- Meeting with Historic District Commission on Feb. 17. Report of that meeting by Sue Therriault.
- Building Committee Meeting of Feb.18: review of project options list. Sue will find out if ZBA has filed their ruling.
- Jonathan's photo-montage of proposed addition done.

Old Business

Proposal to purchase 1 Scar Hill Road – Sue read Moore's attorney's letter (Brackett). Sue will talk with Sue Olsen and explore possibilities. We will also ask our attorney to send a letter to the ZBA. We will also get bylaws from Sandy Bourassa.
Review of revised project options list.

New Business

CCPI – Concerned Citizens for Public Interest formed to respond to ZBA situation

Adjournment – The meeting was adjourned at 8:41 p.m.

Respectfully submitted,
Marcia Priestley, secretary

Boylston Public Library Board of Trustees
Board of the BPL Foundation
Officers and Friends of the Library
Joint Meeting
March 9, 2005, 7:00 p.m.

Attendees: Ken Linell; Marcia Priestley, Letty Redinger, Cathy Richard, Angelo Scola, Sue Therriault, Nick Langhart, director

Guests: Pat Brissette, Persis Hamilton, Maureen Rafferty Linell, Sue Moore, Dick Prince, Karen Prince, Sarah Scheifein, Margaret Sieber, Jean Therriault

The meeting was called to order at 7:03 p.m. by Sue Therriault.

A motion was made and seconded to approve the minutes of February 9, 2005 as submitted by Sue Therriault. Approved.

Treasurer's report: Angelo Scola gave the treasurer's report. $6617.46 in account, no activity. Motion made and seconded to approve the treasurer's report as submitted. Approved.

Correspondence – Nick Langhart
Richmond French Design bill, Jan 1 – Feb. 15, 2005, for $7,749.24. (Site issues - RFD - $2660; engineering, Stamsky & McNary - $3965.38 (represents 4 different bills); water flow test, Ecotech - $650; reimbursables - $473.86) Motion made and seconded to approved the bill. Approved for payment.

RFD letter re: fee surplus – reaffirming their support and cooperation.

Planning Board submitted bill from Graves Engineering for "design review": - $1707.50. Motion made to ask the Planning Board to verify the Graves Engineering invoice. Seconded and approved. Nick will ask Sue Olsen to find out about the bill.

Report of Library Foundation – Maureen Rafferty Linell, president – Annual Fund Drive note sent out. $4495 received - 86 people so far have contributed.

Report of the Friends – Sarah Scheifein, president – Sarah said she looks at Friends as a bridge between the community and library. She mentioned passes to various places – Tower Hill and Davis Farmland are new; flyers to school; updated website with Friends info.; spoke of various activities. Memorial Day Book Sale donations being accepted. Wants to incorporate a project with the kids or sell book bags. Thinking of end of summer program. Six members in friends. Sarah requested that she be emailed information on results of various meetings so she can answer questions from people when they ask.

March 9, 2005

Dear Librarian,

For four terms, he was the face of America during the most tumultuous years of our nation's history. An aristocrat beloved by the "common man" and despised by many of his own class as a traitor, Franklin Delano Roosevelt forever changed the American people's relationship with their government.

We at **The History Channel®** invite you to join us in paying tribute to FDR. On Sunday, April 17th at 9pm /8c, **The History Channel** will premiere a groundbreaking 4-hour documentary, ***FDR - A Presidency Revealed***, designed to enhance our understanding of this enormously gifted and conflicted man.

In an effort to expand our tribute outside of the 4-hour program, we have created the enclosed materials and are asking for your help in commemorating both FDR and his legacy.

Please display the counter card, bookmarks and the suggested FDR reading list (courtesy of *Book Sense*) to encourage further learning and discussion about FDR. As a thank you for your effort, **The History Channel** will send you a DVD of the documentary once you send us the photos of your display. If you wish, you may also conduct special events, further tying this one-of-a-kind **The History Channel** programming into your community. By doing so, you are eligible to enter a contest, where five winning libraries will receive a $1,000 grant. Ten additional libraries will win a first prize of a **The History Channel** DVD library and state-of-the-art Panasonic DVD player to supplement their current collection.

Should you have any questions, please call us at 917-256-0786.

We thank you in advance for your participation and support.

Sincerely,

Kim Bell
Director FDR Library Program
The History Channel

THE HISTORY CHANNEL.
History.com

Director's report - Nick Langhart

Library:

- Cheryl Newcomb was granted a leave effective February 24 – her husband suffered a stroke and died a week later on March 4. Motion made, seconded and approved to send a check to Cheryl for $500 from trustees and staff of library.
- Meeting with Finance Committee on FY 06 operating budget was on March 4 – total of $142,516. Expect to hear from them soon. Also, Nick will inquire of CMRLS for temporary library service to see if we can cover hours through them (during Cheryl's absence and perhaps in place of Cheryl if she doesn't return).
- Meeting with Personnel Board on reclassification of director's job was on Feb. 17 – the level was changed from 10 to 12. This will mean a small salary increase for Nick.
- Newsletter mailed on Feb. 17. Marie's Direct Mail – saved one-third of cost.
- Website updated. Calendar updated at end of each month.
- Replacements: computer, furnace relay, microwave oven
- National Library Week is April 10-16, 2005 – motion made, seconded and approved to leave appreciation awards to library staff the same as in the past except give them a check instead of a gift card.

Building:

Address to Men's Club set for April 5.
Nell Lazour: Hillside looking for collaborative uses. Nick concluded the library is not a good prospect due to size of rooms available, weight of books, handicapped restrictions and staffing.

Building Committee:

- Meeting with Historic District Commission on Feb. 17. Report of that meeting by Sue Therriault.
- Building Committee Meeting of Feb.18: review of project options list. Sue will find out if ZBA has filed their ruling.
- Jonathan's photo-montage of proposed addition done.

Old Business

Proposal to purchase 1 Scar Hill Road – Sue read Moore's attorney's letter (Brackett). Sue will talk with Sue Olsen and explore possibilities. We will also ask our attorney to send a letter to the ZBA. We will also get bylaws from Sandy Bourassa.
Review of revised project options list.

New Business

CCPI – Concerned Citizens for Public Interest formed to respond to ZBA situation

Adjournment – The meeting was adjourned at 8:41 p.m.

Respectfully submitted,
Marcia Priestley, secretary

INSTRUCTION SHEET FOR FDR COUNTERCARD

THE HISTORY CHANNEL
History.com

COUNTERCARD

WITH BOOKMARK HOLDER IN POSITION

He became America's shining light by keeping us in the dark.
FDR
A PRESIDENCY REVEALED
WORLD PREMIERE
FDR – A PRESIDENCY REVEALED
THE HISTORY CHANNEL

Bookmark Holder

1. Easel wings on the back of the countercard must be popped out before affixing the bookmark holder.

2. Peel off back & stick holder to countercard position here. Insert two hooks through countercard slits to snap into place.

3 PUT 50 BOOKMARKS IN HOLDER

BOT Mtg Notes 3/9/05

CFO

VSP RFD bill ← OK

→ Disc on Big Bd Issues. to itemize?
How Big Bd calculate, mtg
action

→ Go on bill of Issues, ok out

Fdly 7:17
Mention on the relative spread (mixed fund) for
funding expenses of your winter. $60 k expenses for
$4,000

Friends
Sarah wants mail info - 2c

Pres:
Cheryl - Investment strategy - cash gift Sara, etc? Sara BOT OK.

→ ask Seminar about breakfast alarm

→ Fund post gifts, lib wk 7:20

BC disc of HDE (ST to call Sandy on 4:30 Friday)

→ Cancel BC for 3/11

Old Business 8:07
to RR from Bracket 2/9: 450,000. diff from 2/9 BOT. ST: no $.
who would buy? Appraisal needed. Buy + sell? Do we have the authority?
Staff input/counsel. Stanley S.O. (ST to call)
options - no new list. KL - get cost options. Mary Sue: trailers would be
subsidized for some months. For storage.

ST
RS
MP
CR
CR
KL
NL
2 Pincos
Champ, 3
J Hamilton
Mapes Sabre

S ML
JT
PB

A FUTILE CONFRONTATION

Since the day of Pentecost, recorded in Acts 2, Jerusalem had been astir with unprecedented religious activity. The more the now-bold apostles preached the good news of Christ, the more the people were converted. Everything was changing, even long-standing traditions. Jews living in Jerusalem and pilgrims visiting from around the region were embracing Christ literally by the thousands. Dyed-in-the-wool religious leaders were incensed by what they were witnessing. Enough was enough. As a result, according to Acts 5:18, "They laid hands on the apostles, and put them in a public jail."

These Spirit-filled apostles were giving the religious establishment fits. Let's not look at these scenes through lenses that are *too* Christian. Better to view them from the perspective of the citizenry of Jerusalem. These were maddening times for the Sanhedrin. Their attempt to silence the followers of Jesus by crucifying their Master had backfired. And so, incarcerating the religious fanatics seemed the best strategy to prevent further proselytizing of Jews. But not even that worked. To make matters worse for the religious officials, something miraculous happened: "An angel of the Lord during the night opened the gates of the prison, and taking them out he said, 'Go your way, stand and speak to the people in the temple the whole message of this Life.' And upon hearing this, they entered into the temple about daybreak, and began to teach" (Acts 5:19–21).

Talk about a backfire! The religious leaders thought they had dealt with these rebels, when, in fact, they had only motivated them to return to their preaching, more emboldened than ever. It was similar to what happened following the scene at Golgatha. The Jewish leaders felt certain that crucifying Christ would end everything. They couldn't have been more wrong. Christianity flourished following His Resurrection. Now, ablaze with the power of the Spirit, the apostles were setting Jerusalem aflame through their preaching. Their zeal was contagious and their message, convincing. It wasn't long before the religious officials found themselves among a quickly shrinking minority. That prompted them to call an emergency meeting to determine their next move.

CR - chat of HDC or Selectmen on trailers? LR cannot do any of the options listed.

NSeed:

PCPI [illegible]

M.P. - "Boy[illegible] infants aft Tm" - to ck w/ [illegible]

AS - as a phone entity) ...

ST - to add a letter by ken - [illegible] TBA for reasons 1), 2) soon

[illegible] prop[illegible]. [illegible] from [illegible] B. get copy of by-laws.

what is an appeal? what's the procedure?

NB: ~~[illegible]~~ [illegible]

Nat lib week: LR - [illegible] Zoo Boner. M.P.A. Checks from USF

591 M/m

> By his thirteenth birthday, Paul had mastered Jewish history, the poetry of the psalms, and the majestic literature of the prophets. His ear had been trained to the very pitch of accuracy, and a swift brain like his could retain what he heard as instantly and faithfully as a modern "photographic mind" retains a printed page. He was ready for higher education.[2]

That's at age thirteen. Pollock continues:

> A strict Pharisee would not embroil his son in pagan moral philosophy. So, probably in the year that Augustus died, A. D. 14, the adolescent Paul was sent by sea to Palestine and climbed the hills to Jerusalem.
>
> During the next five or six years, he sat at the feet of Gamaliel, grandson of Hillel, the supreme teacher who, a few years before, had died at the age of more than a hundred. Under the fragile, gentle Gamaliel, a contrast with the leaders of the rival School of Shammai, Paul learned to dissect a text until scores of possible meanings were disclosed according to the considered opinion of generations of rabbis . . . Paul learned to debate in question-and-answer style known in the ancient world as the "diatribe," and to expound, for a rabbi was not only part preacher but part lawyer, who prosecuted or defended those who broke the sacred Law. Paul outstripped his contemporaries. He had a powerful mind which could lead to a seat on the Sanhedrin in the Hall of Polished Stones, and make him a "ruler of the Jews."[3]

Saul lived for the day he would become a member of the Jewish Supreme Court, called then, the Sanhedrin. Together, those seventy-one men ruled over Jewish life and religion, seated on curved benches in a courtroom—precisely the place where they heard Stephen deliver his brave yet fateful confession of faith.

Saul, now a successful lawyer in the bustling courts of Jerusalem, was most likely part of the larger audience who heard Stephen's defense. Little did he realize then how God would use the events leading up to and following the young disciple's death, to change his life dramatically and impact the story of religious history.

From: **Self <nlanghar@cwmars.org>**
To: **STHERRIAULT@ALLMERICA.COM, SATherriau@aol.com, ANCY21@charter.net, marcia@priestleycom.net, rrichard@gis.net, lettyis@yahoo.com, klinell@charter.net**
Subject: **BPL Trustees agenda for 2/9/05**
Date sent: **Tue, 08 Feb 2005 16:23:01 -0500**

AGENDA
Boylston Public Library Board of Trustees
February 9, 2005, 7:45
Hillside Municipal Complex

Call to Order

Approval of minutes of January 12, 2005

Treasurer's report

Correspondence
- KVA: draft of complaints, bill for December withdrawn

Director's report
- Library:
  - Annual Report sent to Town
  - Newsletter in process
  - Website update from Friends
  - Job description edit
- Building
  - Sonitrol security installed

Building Committee
- ZBA met January 19
- Building Committee met January 28 on KVA

Old Business

Status of extension request to MBLC
FY'06 operating budget

New Business

Adjournment

Calendar: Foundation, 6:00pm, Feb 17, Library
Personnel, 6:00pm, Feb 17, Hillside
Historic Dist, 7:00pm, Feb 17, Library
Building Com, 9:00am, Feb 18, Library
Finance Comm, 7:30pm, Mar 3, Hillside
Trustees, 7:00pm, Fdn,Friends, 7:30pm, Mar 9, Library

Attachments:
Librarian's report
Report to MBLC for January
Centralities

AGENDA
Boylston Public Library Board of Trustees
February 9, 2005, 7:45
Hillside Municipal Complex

Call to Order

Approval of minutes of January 12, 2005

Treasurer's report $6,662.28

Correspondence
KVA: draft of complaints, bill for December withdrawn

Director's report
Library:
Annual Report sent to Town
Newsletter in process
Website update from Friends
Job description edit

Building
Sonitrol security installed

Building Committee
ZBA met January 19
Building Committee met January 28 on KVA

Old Business
Status of extension request to MBLC
FY'06 operating budget

New Business

Adjournment

Calendar: Foundation, 6:00pm, Feb 17, Library
Personnel, 6:00pm, Feb 17, Hillside
Historic Dist, 7:00pm, Feb 17, Library
Building Com, 9:00am, Feb 18, Library
Finance Comm, 7:30pm, Mar 3, Hillside
Trustees, 7:00pm, Fdn,Friends, 7:30pm, Mar 9, Library

Boylston Public Library Board of Trustees Meeting Minutes
February 9, 2005

The meeting was called to order at 9:41 p.m.

Present: Trustees Ken Linell, Marcia Priestley, Cathy Richard, Angelo Scola, and Susan Therriault, Library Director Nick Langhart, and Guests Arthur Moore, Karen Prince, Richard Prince, Jonathan Richmond, and Jean Therriault.

The minutes of the January 12th meeting were approved.

The Treasurer reported that the only activity was the first payment of $700 for the installment of the Sonitrol security system. The remaining balance is $6,616.98. The Treasurer's report was approved.

Correspondence

Nick reported that he had drafted a letter to KVA but had subsequently received an email from Frank Vanzler withdrawing the December bill. We are now in a formal suspension of services with KVA and KVA will not proceed with any work unless so instructed.

Sue indicated that she had received a letter from Atty Brackett on behalf of the Moores concerning a proposal to sell their house/property to the library for $450,000. It was decided to defer any discussion on this matter until the next Trustees meeting.

Director's Report:

Library:

Nick has submitted the library's annual report to the town.

The library's newsletter is with the composer and should be out within the next week

Nick received the website update from the Friends and submitted it to the webmaster. Further work is continuing on the library's website.

Nick has been working on the job description for the Library Director which will be reviewed with the Personnel Board on February 17. He will forward it to the Trustees in advance of the meeting.

Building:

The Sonitrol security system has been installed (Jan 26 & 28). The total bill is $1400. The staff has been trained and to date there have been no false alarms. The second bill is forthcoming.

Building Committee Report:

It was noted that the Trustees had met with the ZBA on January 19th and on February 9th and it was decided to defer any future discussion until the next Trustees meeting.

It was also noted that the Building Committee had met on January 28th on our status with KVA.

Old Business:

Nick reported on the status of our extension request to the MBLC. He had spoken with Anne Larsen who recommended two changes: (1) the extension should be for 3 months to 4/15/2005 and (2) the reference to a 12-month window should be a 9-month window.

Regarding the submission of our FY2006 operating budget, Nick has made the requested changes to the salaries as discussed. The Trustees will be meeting with the Finance Committee on March 3rd.

New Business:

None

The meeting was adjourned at 9:56 p.m.

The next regular meeting will be held on Wednesday, March 9th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Chair

Boylston Public Library Board of Trustees Meeting Minutes
February 9, 2005

The meeting was called to order at 9:41 p.m.

Present: Trustees Ken Linell, Marcia Priestley, Cathy Richard, Angelo Scola, and Susan Therriault, Library Director Nick Langhart, and Guests Arthur Moore, Karen Prince, Richard Prince, Jonathan Richmond, and Jean Therriault.

The minutes of the January 12th meeting were approved.

The Treasurer reported that the only activity was the first payment of $700 for the installment of the Sonitrol security system. The remaining balance is $6,616.98. The Treasurer's report was approved.

Correspondence

Nick reported that he had drafted a letter to KVA but had subsequently received an email from Frank Vanzler withdrawing the December bill. We are now in a formal suspension of services with KVA and KVA will not proceed with any work unless so instructed.

Sue indicated that she had received a letter from Atty Brackett on behalf of the Moores concerning a proposal to sell their house/property to the library for $450,000. It was decided to defer any discussion on this matter until the next Trustees meeting.

Director's Report:

Library:

Nick has submitted the library's annual report to the town.

The library's newsletter is with the composer and should be out within the next week

Nick received the website update from the Friends and submitted it to the webmaster. Further work is continuing on the library's website.

Nick has been working on the job description for the Library Director which will be reviewed with the Personnel Board on February 17. He will forward it to the Trustees in advance of the meeting.

Building:

The Sonitrol security system has been installed (Jan 26 & 28). The total bill is $1400. The staff has been trained and to date there have been no false alarms. The second bill is forthcoming.

Building Committee Report:

It was noted that the Trustees had met with the ZBA on January 19th and on February 9th and it was decided to defer any future discussion until the next Trustees meeting.

It was also noted that the Building Committee had met on January 28th on our status with KVA.

Old Business:

Nick reported on the status of our extension request to the MBLC. He had spoken with Anne Larsen who recommended two changes: (1) the extension should be for 3 months to 4/15/2005 and (2) the reference to a 12-month window should be a 9-month window.

Regarding the submission of our FY2006 operating budget, Nick has made the requested changes to the salaries as discussed. The Trustees will be meeting with the Finance Committee on March 3rd.

New Business:

None

The meeting was adjourned at 9:56 p.m.

The next regular meeting will be held on Wednesday, March 9th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Chair

AGENDA
Boylston Public Library Board of Trustees
January 12, 2005

Call to Order

Approval of Minutes of December 8, 2004

Treasurer's report

Correspondence:
KVA bill for December

Director's report
Library:
Status of special accounts: Constr', State Aid, Trust Funds Town
Annual Report due January 24
Building:
Basement fan coil motor replaced, $502

Building Committee
Status of Planning Board hearings
Review of site options with recent Graves report

Old Business
Request for deadline extension from MBLC
Meeting with HDC?

New Business

FY'06 budget proposal for FinCom
Application to Personnel Board for reclassification
Expansion article for February newsletter
Property purchase proposal

Adjournment
Next meeting: joint with Fdn and Friends Boards, Feburary 9
ZBA hearing set for Wednesday, January 19, 8:30 at Town Hall
Planning Board hearing continued to Monday, February 7, 8:00

Attachments:
Librarian's report
Report to MBLC for December
Centralities

Boylston Library Board of Trustees Meeting
January 12, 2005
7 p.m.

Attendees: Nick Langhart, Sue Therriault, Marcia Priestley, Cathy Richard, Letty Ridinger,
Guests: Sue and Arthur Moore, Dick and Karen Prince, Jean Therriault
Call to Order – The meeting was called to order at 7: 10 p.m.
Approval of minutes of December 8, 2004 – deferred to next meeting
Treasurer's report – Nick gave the Treasurer's Report. - $6616.35. Motion made and seconded to approve report.
Correspondence:
KVA bill for December – Nick reported that we were billed for 8 hours of work by Tony at $160 per hour. Total of $1480. At the request of the trustees, Nick is going to look into the charges. In addition, Tony sent a letter that he is leaving KVA as of January 14th Nick is going to ask KVA who Tony's replacement will be.

Invoice from Richmond French Design – extra services - 28 hrs. @ $95 = $2660; Stamsky and McNary consultant services $3345.660; reimbursable expenses $65.00, 10% reimburseable expenses - $6.55. Total of $6077.65 for period from 11/1 to 12/31. Motion made and seconded to approve paying the invoice to RFD.

Nick said we have a copy of Richard Ricker's ZBA meeting notification for January 19.

Director's report:
Library - Nick gave the status of special accounts: Library Trust Funds (6/30/04) – Donor restricted for library materials: principal and interest, $31,065.79; Unrestricted: principal and interest, $52,177.60, of which available interest is $31,277.60. We have not been drawing from them. State Aid Account – no use restriction – balance of $18,625.17. Massachusetts Public Library Construction Account - $305,453 remaining from first installment of $493;842. Breakout of expenses was provided on a separate sheet by Nick.

Town Annual Report due January 24 – draft not ready.

Building - The basement fan coil motor was replaced by Johnson Bros. for $502, (motor and labor). It is now toasty warm in the basement.

Response from Sonitrol. Ron from Sonitrol will talk with Nick about the system and get signatures on Thursday, January 13, and would like the first half of the payment then. He is asking for $700 for the first payment for the intrusion protection system. The system will work with a key pad and a code for people needing access. Total cost of the system will be $1400. Motion made and seconded to approve an extra payment of $200 for the second key pad. Motion made and seconded to approve the payment of $700 for the first half payment for the system.

Building Committee -
Status of Planning Board hearings – Meeting held on January 3 at Hillside. We requested a

continuance on answering the Graves Engineering requests because we only received them on December 30. Jonathan presented three plans: 1. a 5% decrease; 2. angling the building toward Rt. 70; 3.moving the whole addition forward to stay inside existing setback lines which requires the removal of the round study area. These were to eliminate all variance requests, but one would still remain –increasing the size of the building by more than 50%. Next Planning Board meeting will be Monday, February 7 at Hillside.

Review of site options with recent Graves report – don't have the report yet. Postpone response from our engineer to the planning board until after the ZBA meeting on the 18th so we can address all issues at once.

Old Business
Request for deadline extension from MBLC. Nick said MBLC said we need to ask for a deadline extension. Nick read a letter he wrote from the trustees to the MBLC requesting an indefinite deadline extension for approval, which was signed by Sue Therriault as Board Chair.

Meeting with Historic District Commission. Still have not heard from them. Sue is going to follow up with Bruce Symonds.

New Business
FY'06 budget proposal for FinCom: Nick said FinCom wants to see us on Feb. 9 but it conflicts with our board meeting. Sue Olson forwarded Nick's request to change the meeting but he has not heard from them. (N.B. Meeting set for March 3rd, 7:30 p.m. at Hillside) Nick passed out copies of the proposed FY '06 budget with 3.5% overall raises and expenses level funded. Town will now pick up phone and Nick added $1000 to AV budget. Everything else remained nearly the same. Fuel expenses average $2276 over five years. Nick will change Assistant Librarian to Assistant Director in budget. Motion made and seconded to approve the Expense part of budget to be $50,600.

Motion made and seconded to approve total salary part of the budget at a 3.5% increase for a total of $91,916. The Board deferred discussion of the specifics around salary until the end of the meeting during an Executive Session.

Application to Personnel Board for reclassification – discussion with Dick Prince re: need a description of the position. Dick will put us on the agenda for the next February meeting of the Personnel Board (date not determined).

Expansion article for February newsletter – Nick would like to say something about the expansion in an article to be posted by the second week of February. Nick will write a DRAFT and send it via email to the trustees, etc.

Property purchase proposal – defer until we have something in hand from the Moore's attorney, and after a marketing analysis is done.

Adjournment: Motion made and seconded to adjourn at 8:20 p.m. and trustees (Letty Ridinger, Cathy Richard, Sue Therriault and Marcia Priestley) were individually polled and voted to go into Executive Session to discuss personnel issues.

Next meeting: joint with Foundation and Friends Boards, Feburary 9
ZBA hearing set for Wednesday, January 19, 8:30 at Town Hall
Planning Board hearing continued to Monday, February 7, 8:00

Attachments:
Librarian's report
Report to MBLC for December
Centralities

Boylston Library Board of Trustees Meeting
January 12, 2005
7 p.m.

Attendees: Nick Langhart, Sue Therriault, Marcia Priestley, Cathy Richard, Letty Ridinger,
Guests: Sue and Arthur Moore, Dick and Karen Prince, Jean Therriault
Call to Order – The meeting was called to order at 7: 10 p.m.
Approval of minutes of December 8, 2004 – deferred to next meeting
Treasurer's report – Nick gave the Treasurer's Report. - $6616.35. Motion made and seconded to approve report.
Correspondence:
KVA bill for December – Nick reported that we were billed for 8 hours of work by Tony at $160 per hour. Total of $1480. At the request of the trustees, Nick is going to look into the charges. In addition, Tony sent a letter that he is leaving KVA as of January 14th. Nick is going to ask KVA who Tony's replacement will be.

Invoice from Richmond French Design – extra services - 28 hrs. @ $95 = $2660; Stamsky and McNary consultant services $3345.660; reimbursable expenses $65.00, 10% reimburseable expenses - $6.55. Total of $6077.65 for period from 11/1 to 12/31. Motion made and seconded to approve paying the invoice to RFD.

Nick said we have a copy of Richard Ricker's ZBA meeting notification for January 19.

Director's report:
Library Nick gave the status of special accounts: Library Trust Funds (6/30/04) – Donor restricted for library materials: principal and interest, $31,065.79; Unrestricted: principal and interest, $52,177.60, of which available interest is $31,277.60. We have not been drawing from them. State Aid Account – no use restriction – balance of $18,625.17. Massachusetts Public Library Construction Account - $305,453 remaining from first installment of $493,842. Breakout of expenses was provided on a separate sheet by Nick.

Town Annual Report due January 24 – draft not ready.

Building The basement fan coil motor was replaced by Johnson Bros. for $502, (motor and labor). It is now toasty warm in the basement.

Response from Sonitrol. Ron from Sonitrol will talk with Nick about the system and get signatures on Thursday, January 13, and would like the first half of the payment then. He is asking for $700 for the first payment for the intrusion protection system. The system will work with a key pad and a code for people needing access. Total cost of the system will be $1400. Motion made and seconded to approve an extra payment of $200 for the second key pad. Motion made and seconded to approve the payment of $700 for the first half payment for the system.

Building Committee -
Status of Planning Board hearings – Meeting held on January 3 at Hillside. We requested a

SOUTHPORT VIDEO PRODUCTIONS

NEW RELEASE
GHOSTLY LIGHTHOUSES OF NORTH AMERICA
AVAILABLE IN DVD! AND VHS.
(including all other titles digitally remastered)

Dear Librarian:

New Documentary on Ghostly Lighthouses- #92026
This new documentary follows the tales of haunted lighthouses across North America. The tales of these hauntings are as varied and different as the lighthouses they are set in.

Ghostly **Lighthouses of North America** features captivating eyewitness testimonials of encounters with ghostly apparitions. The viewer will enjoy live footage and historical photographs of these maritime icons. Some of the highlights of this hour-long program:

- The Gurnet Point Lighthouse near Plymouth Rock. This lighthouse played an important part in the revolutionary war and has been the site of ghostly encounters since.
- The Seguin Maine Lighthouse, ordered to be built by George Washington. This isolated location was the site of a gruesome murder that has left behind legends and perhaps a ghost.
- Six miles out in the Atlantic sits the island of Boon Island. Learn the tragic story of a keeper's wife from the 1850's whose moans are still being heard today.
- An old Lighthouse, the Gibralter Point Light has an old keeper who is still on the job long after his death.
- The story of the Old Presque Isle Lighthouse will stop viewers in their tracks when they see for themselves a keeper and his light still working, long after they have both left the lighthouse forever.
- The story of the young girl who haunts the Lighthouse of Boca Grande on the Gulf of Mexico will pull on heartstrings and send a chill up the spine simultaneously.
- Battery Point Lighthouse sits just off shore from Crescent City California in the Pacific Ocean. The ghost of Captain John Jeffrey still tends to guests visiting his lighthouse.
- On the coast of Oregon the Heceta Head Lighthouse looks out over where the Siuslaw River meets the Pacific Ocean. Was named one of the most famous haunted sites in America.

$10.00 SOUTHPORT VIDEO PRODUCTIONS $10.00

Dear Preferred Customer

This coupon is worth $10.00 Toward the purchase of

#92026 GHOSTLY LIGHTHOUSES OF NORTH AMERICA

Hurry, offer good until March 1, 2005

Coupon Redeemable with:

Don K. Hamelink
1022 Acacia * Sheboygan Falls, WI 53085
Phone: 920-467-2510 FAX: 920-467-1876

$10.00 $10.00

continuance on answering the Graves Engineering requests because we only received them on December 30. Jonathan presented three plans: 1. a 5% decrease; 2. angling the building toward Rt. 70; 3.moving the whole addition forward to stay inside existing setback lines which requires the removal of the round study area. These were to eliminate all variance requests, but one would still remain –increasing the size of the building by more than 50%. Next Planning Board meeting will be Monday, February 7 at Hillside.

Review of site options with recent Graves report – don't have the report yet. Postpone response from our engineer to the planning board until after the ZBA meeting on the 18th so we can address all issues at once.

Old Business
Request for deadline extension from MBLC. Nick said MBLC said we need to ask for a deadline extension. Nick read a letter he wrote from the trustees to the MBLC requesting an indefinite deadline extension for approval, which was signed by Sue Therriault as Board Chair.

Meeting with Historic District Commission. Still have not heard from them. Sue is going to follow up with Bruce Symonds.

New Business
FY'06 budget proposal for FinCom: Nick said FinCom wants to see us on Feb. 9 but it conflicts with our board meeting. Sue Olson forwarded Nick's request to change the meeting but he has not heard from them. (N.B. Meeting set for March 3rd, 7:30 p.m. at Hillside) Nick passed out copies of the proposed FY '06 budget with 3.5% overall raises and expenses level funded. Town will now pick up phone and Nick added $1000 to AV budget. Everything else remained nearly the same. Fuel expenses average $2276 over five years. Nick will change Assistant Librarian to Assistant Director in budget. Motion made and seconded to approve the Expense part of budget to be $50,600.

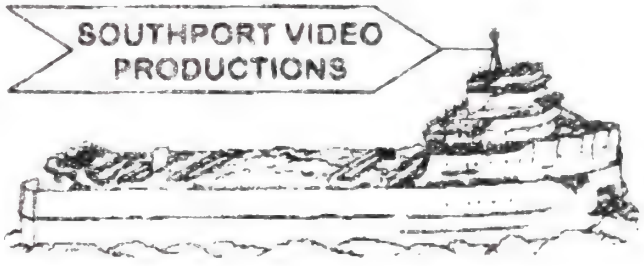
Motion made and seconded to approve total salary part of the budget at a 3.5% increase for a total of $91,916. The Board deferred discussion of the specifics around salary until the end of the meeting during an Executive Session.

Application to Personnel Board for reclassification – discussion with Dick Prince re: need a description of the position. Dick will put us on the agenda for the next February meeting of the Personnel Board (date not determined).

Expansion article for February newsletter – Nick would like to say something about the expansion in an article to be posted by the second week of February. Nick will write a DRAFT and send it via email to the trustees, etc.

Property purchase proposal – defer until we have something in hand from the Moore's attorney, and after a marketing analysis is done.

Adjournment: Motion made and seconded to adjourn at 8:20 p.m. and trustees (Letty Ridinger,



1022 Acacia • Sheboygan Falls, WI 53085

DATE: 1/19/05

TO: Nicholas Langhart
Boylston Pub. Library

FAX # 508-869-6155

FROM: DON K. HAMELINK

FAX # (920) 467-1876 Phone: (920) 467-2510

3 NUMBER OF PAGES (Including this page)

NEW FROM SOUTHPORT VIDEO PRODUCTIONS

#92026

Ghostly Lighthouses Of North America

$79.95 PLUS $7.95 S&H TO BE RELEASED ON MARCH 1, 2005

Cathy Richard, Sue Therriault and Marcia Priestley) were individually polled and voted to go into Executive Session to discuss personnel issues.

Next meeting: joint with Foundation and Friends Boards, Feburary 9
ZBA hearing set for Wednesday, January 19, 8:30 at Town Hall
Planning Board hearing continued to Monday, February 7, 8:00

Attachments:
Librarian's report
Report to MBLC for December
Centralities

USAC

Universal Service Administrative Company
Schools & Libraries Division

January 13, 2005

Dear School or Library Leader:

This letter provides you with valuable information on applying for discounts on eligible services for Funding Year 2005 (July 1, 2005 - June 30, 2006) from the Universal Service Support Mechanism's Schools and Libraries Program ("E-rate"). This letter was posted on the Schools and Libraries Division (SLD) section of the Universal Service Administrative Company's (USAC) web site on January 13, 2005.

Important Dates for Funding Year 2005

- **December 14, 2004**: The Funding Year 2005 (July 1, 2005 through June 30, 2006) Form 471 application filing window opened at noon (EST) on Tuesday, December 14, 2004 and will close at 11:59 pm (EST) on Thursday, February 17, 2005.
- **January 21, 2005** (For online filers): The last POSSIBLE date to post your Form 471 online in order to meet the 28-day filing requirement and to submit a complete Form 471 by the window close. Forms 470 must be posted to the web site and Requests for Proposals (RFPs) must be available to potential bidders for at least 28 days prior to selecting a service provider, entering a contract, and signing and submitting a complete Form 471. We will make every effort to complete data entry and problem resolution of Forms 471 submitted on paper and received in Lawrence, Kansas before that date. However the applicant must assume the risk of not meeting the 28-day waiting period if the Form 471 has not already been received.
- **Wednesday, February 17, 2005**: Form 471 window closes at 11:59 PM EST. All Form 471 materials must be completed online, received at the SLD or postmarked no later than 11:59 PM EST on February 17, 2005. ALL Form 471 materials means:
  - Form 471 - either online or on paper,
  - Form 471 Block 6 Certifications - either online or on paper, and
  - Form 470 Block 5 Certifications of any Form 470 cited in a Funding Year 2005 Form 471 - either online or on paper.

Please note: Forms 470 submitted in a previous year can be cited on a Funding Year 2005 Form 471 if they established the competitive bidding process for the funding request and if completed certifications have been received by the SLD.

Key Information

- IF NOT ALREADY FILED, THE FORM 470 SHOULD BE FILED AS SOON AS POSSIBLE, BUT NO LATER THAN JANUARY 21, 2005 IF FILING ONLINE. The Form 470 must be posted to the web site for at least 28 days. Allow time to conduct an open and fair competitive bidding process. The form must list all services for which you intend to request discounts, except for services covered by pre-existing contracts that do not terminate until the end of the funding year and which were featured on a Form 470 filed in a previous funding year. The services listed on the Form 470 should be supported by the technology plans in place for all of the entities that are to receive these services. You may also list other services in the technology plan and the Form 470 that are not eligible for E-rate discounts in order to assist you in your procurement process. You must also retain all competitive bidding documentation.
- RFPs MUST BE AVAILABLE TO POTENTIAL BIDDERS FOR 28 DAYS. The FCC's Tejeda Order (FCC 03-313 released December 8, 2003) states that if "the applicant also relies on an RFP as the basis of its vendor selection, that RFP must also be available to bidders for 28 days."
- Once the Form 470, and RFP if used, has been posted for 28 days, you may choose the service provider(s), enter into a contract, if applicable, and submit a complete Form 471.
- For guidance on eligible products and services, please review the "Eligible Services List" posted in the Reference Area of the web site. Request discounts on only eligible products services.

Exec Mtg Notes 1/12/04

7:00

6,616.35

KVR List – look into disc bill. who on script?

2% on bill 5,272.05 MSP

Scantech 1200 pc typed one 7 [illegible]

BC [illegible]

[illegible] plus parking.

a) 5% add

b) Anglia add more street

c) [illegible]

A. Moore – will pursue sale of appraisal.

ST: Cyprus rept / S+M [illegible]

Agenda other to ST

[illegible] via MP for [illegible]

Script – chg PP's title

– vote Expense 50,000 MSP

– vote total Sal 3.5% increase 91,916 MSP.

– disc Spafford to [illegible]

Release app – could do th 13 one – → book up date [illegible]

or 2/10? mtg is next. 6th mtg (thurs)

Deadline: Feb 1 for script (2 wks) – [illegible]

8:20

Cx Sow for personnel

AGENDA

Joint meeting: Trustees of the Boylston Public Library, Board of the BPL Foundation, Officers of the Friends of the Library

November 10, 2004

7:00 p.m. Trustees Call to Order

Approval of minutes of October 13, 2004

Treasurer's report

Correspondence:

- KVA bill for October services, 11 hours, $1,960
- Plg Bd bill (Graves Engineering), 13 hrs in July, $1,098

Director's report:

Library:

- State Aid Report completed, 10/21
- New oil tank installed by Johnson Bros., $1,839, 10/23
- Video/DVD theft from children's room, 10/26

*** 7:30 Joint Meeting ***

Call to Order

Report from Foundation on activities since August 11, 2004

Report from Friends on activities since September 23, 2004

Report of Building Committee:

- KVA's construction cost estimate summary
- KVA's analysis of skylight cost alternatives
- Sonitrol Security's proposal for present building
- Water main investigation-ongoing
- Visit of John Trexler on landscaping, 10/29

Old Business

- Status of Planning Board, ZBA meetings

New Business

Adjourn

- Next Trustees meeting, December 8, 2004
- Next Joint meeting, February 9, 2005

2004

Announcing

Christmas Crafts
for school aged kids!

3:15 p.m. December 9

at South Worcester Branch Library

705 Southbridge Street
Worcester, MA 01610
799-1723

Pre registration is required.

AGENDA
Boylston Public Library Board of Trustees
December 8, 2004

Call to Order

Approval of minutes of November 10, 2004

Treasurer's report

Correspondence:
- Sue Olsen: vendor invoices payment delayed
- KVA bill for November, 8 hrs@160(Tony)+14hrs@190(Frank)=$4,140
- MBLC State Aid award for 2005 is $4,211.90
- Planning Board (Graves Eng) bill, $1,098, paid per Selectmen

Director's report
- Library:
  - Nov 17 meeting with the Senior Tax Rebate Committee
  - Web site reviewed
  - Building winterized
- Building:
  - Naming opportunities identified from KVA estimate
  - Report on Sonitrol presentation

Building Committee report
- 'Value engineering' meeting yet to be scheduled
- ZBA refiling done Dec 1 by attorney

Old Business
- Status of Planning Board hearing

New Business
- Vote to close library on Friday, Dec 31

Adjournment
- Next meeting: Wednesday, January 12, 2005, 7:00pm
- Planning Board hearing continued to Monday, January 3, 8:30pm

Attachments:
- Librarian's report
- MBLC report for November
- Centralities

From: **Self <nlanghar@cwmars.org>**
To: **SATherriau@aol.com, STHERRIAULT@ALLMERICA.COM, rrichard@gis.net, marcia@priestleycom.net, ANCY21@charter.net, lettyia@yahoo.com, KLinell@charter.net**
Subject: **BOT Meeting Agenda for 12/8/04**
Date sent: **Tue, 07 Dec 2004 15:09:08 -0500**

AGENDA
Boylston Public Library Board of Trustees
December 8, 2004

Call to Order

Approval of minutes of November 10, 2004

Treasurer's report

Correspondence:
- Sue Olsen: vendor invoices payment delayed
- KVA bill for November, 8 hrs@160(Tony)+14hrs@190(Frank)=$4,140
- MBLC State Aid award for 2005 is $4,211.90
- Planning Board (Graves Eng) bill, $1,098, paid per Selectmen

Director's report
- Library:
  - Nov 17 meeting with the Senior Tax Rebate Committee
  - Web site reviewed
  - Building winterized
- Building:
  - Naming opportunities identified from KVA estimate
  - Report on Sonitrol presentation

Building Committee report
- 'Value engineering' meeting yet to be scheduled
- ZBA refiling done Dec 1 by attorney

Old Business

Status of Planning Board hearing

New Business

Vote to close library on Friday, Dec 31

Adjournment

Next meeting: Wednesday, January 12, 2005, 7:00pm

Planning Board hearing continued to Monday, January 3, 8:30pm

Attachments:

Librarian's report

MBLC report for November

Centralities

The Stock Tip Review

"We Provide Micro Cap Investment Opportunity"
REMOVAL NUMBER: (866) 575 0638 Pin Number: 189 162 47

New Investment Opportunity
OTC BB: HRMX

Symbol	HRMX
Current Price	$0.01

Hair Max International
(OTCBB HRMX)

Don't Miss Out!!! Hairmax Int. Reports Sales Increases of 32% for Nine Months Ending September 30, 2004

AGENDA
Boylston Public Library Board of Trustees
December 8, 2004

Attendees: Sue Therriault, Angelo Scola, Marcia Priestley, Cathy Richard, Nick Langhart, Ken Linell

Guests: Sue Moore, Dick and Karen Prince, Jean Therriault

Call to Order at 7 p.m.
Approval of minutes of November 10, 2004. Motion made and seconded to approve

Treasurer's report – Angelo Scola – no activity -$6615.21. Motion made and seconded to approve

Correspondence: Nick Langhart
Sue Olsen said vendor invoices payment delayed. Sue said town has been unable to send out tax bills because state Department of Revenue has not approved the rate. Asking town residents to make voluntary tax payments.

KVA bill for November
8 hrs@160(Tony)+14hrs@190(Frank)=$4,140. Motion made and seconded to approve payment of the bill from the construction account.

MBLC State Aid award for 2005 is $4,211.90. Net in that account is now about $20,000 according to Nick's calculations.

Planning Board (Graves Eng) bill, $1,098, paid per Selectmen. Going forward, Sue and Nick agreed that if actual work is done, we pay the bill. We will be exempt however from town filing fees.

Director's report – Nick
Library:
Nov 17 meeting with the Senior Tax Rebate Committee. Sue and Nick met with the committee and told them that the process was not helping the library volunteers. They will only entertain the prospect of project work (short term). No change in the situation. Nick will check out state guidelines.

Website is updated and we will continue to approve it in terms of content.

Building winterized. Fans and attic vents are closed up. Snow shoveler from last year showed up, so we're all set for this winter.

Building:
Naming opportunities identified from KVA estimate. Nick has made a list of them, but he wants to break it down further before he passes it to the Foundation.

Report on Sonitrol presentation – As of 4 p.m. to Nick: received Ron Bellings proposal for intrusion protection. 3350 system $1200 – equipment and installation. $60 per month for monitoring and maintenance monthly. 4000 plus system would be $3239 to include a panel that could then be upgraded for $3461 to include the new addition. Nick will talk to Ron about an alarm for the back door. Motion made and seconded to approve the 3350 system for $1200 and $60 per month for monitoring and maintenance.

Building Committee report:
Value engineering' meeting yet to be scheduled
ZBA refiling done Dec 1 by attorney. Have not heard back from ZBA on when it will be scheduled.
Building committee is meeting the 10th of December, not on the 17th as originally scheduled.

Old Business
Status of Planning Board hearing. Sue Therriault said Planning Board heard some of our comments . Asked us to

The Stock Tip Review

January 2005

"We Provide Micro Cap Investment Opportunity"
If you have received this fax in error, please call toll free: 866 591 3509

Symbol: OTC PK: SETG
Recent Trading Range $0.40

New Investment Opportunity:
Summit Entertainment Group, Inc

OTC PK: SETG HAS INCREASED 62.5% IN VALUE SINCE TRADING STARTED IN DECEMBER.

WHAT CHARACTERISTICS SHOULD THE MICRO CAP INVESTOR LOOK FOR IN AN INVESTMENT OPPORTUNITY?

- The selected companies must have growth opportunities and special circumstances that will increase the company's stock price dramatically in the next 12 months
- The companies have a potential for a major sales contract or a strategic alliance that will increase the company's sales and earnings substantially enough to double or even more than triple the value of the stock
- There is a unique timing or need for the selected company's products and/or services worldwide immediately
- The companies have real value (net worth, book value or liquidation value) that the market has not recognized
- The selected companies are in the process of moving up to a major national stock exchange listing, so now over 500,000 shareholders and many institutional investors can purchase the stock of these companies. The Micro cap arena is full of opportunity for others are becoming wealthy every day just trading in these markets. For example if you would have purchased OTC PK: [illegible] last week, you would have more than doubled your investment by today [illegible]

Did you turn a 200% gain on your investment this month? If you would have purchased **OTC: SHFK -- Schuff International, Inc.,** you would have realized a 200% gain in less than 5 days. Or recently, FNLP saw a 49% gain in days. WOW!

Here is your opportunity to take advantage of high yield profits. Look at the Stock Tip Review pick of the month – OTC PK: SETG.

The Company [illegible] in Houston, Texas. SUMMIT [illegible] Group, Inc. (OTC PK: SETG) aspires to be a [illegible] and operator of multiple entertainment [illegible] including [illegible] in Las Vegas, Nev.

Why SETG is a winner

This company has the intense criteria for potential growth. SETG plans to be the leading growth company in the Entertainment professional services industry as well as Casino Entertainment operations in 2005. This growth will be fueled by relentless innovation, focused on exceeding client expectations and creating extraordinary opportunities in the gamming industry. SUMMIT Entertainment Groups press releases are available at www.yahoo.com or www.otcbb.com. **SETG's revenues are predicted to be staggering.**

The Industry

Gambling in America has deep cultural roots and exists today as a widely available and socially accepted recreational activity. Over 90 percent of American adults now report having gambled sometime during their lifetime. Wagers were on casino games (primarily sports betting, horse racing and off-track betting, and other gambling activities. It is estimated that in 2003 they collectively wagered more than **$ 551 billion**

This market has increased the intensity of competition for gambling among state-sponsored lotteries and commercial gambling enterprises, leading to legalization in some states in which gambling had previously been voted down. Presently, gambling in some form, is legal in all but 3 states, casinos or casino-style games are available in 11 states, and 37 states have lotteries.

Investment Considerations

→Management anticipates additional rise in share price heading into 2005. The tight float allows for strong upward price momentum.

→Take advantage of current trading levels. This is a ground floor opportunity you can't afford to miss, in an industry that is growing exponentially.

→At current price levels, a little bit of movement will go a long way. Look for heavy volume and significant price

[illegible] TSTR has received [illegible] shares of SETG for its services. TSTR and its registered advisors do not make any guarantee or other promise as to any results that may be realized from reading this newsletter and recommending its recommendations. Reading any newsletter should not be considered a substitute for your own independent investment decisions. TSTR's recommendations should be considered speculative and you should be prepared to accept total loss of your investment. TSTR and its officers, directors and affiliates may from time to time buy or sell shares of companies which TSTR considers to be highly speculative and should not be considered unless a person can afford a complete loss of investment. TSTR and its officers, directors and affiliates may from time to time buy or sell shares of companies which TSTR has recommended. In addition, TSTR or certain of its officers, directors and affiliates may have received from time to time additional shares of SETG or other securities of companies which TSTR has recommended. TSTR has received a fee of one hundred thousand dollars ($100,000) for services rendered. Investing in micro-cap stocks is highly speculative and investors can lose their entire investment. Past performance is not necessarily indicative of future results. Investors should not rely solely on the information contained in this or any other publication sponsored by TSTR. Investors should make their own investment decisions based upon their own financial objectives and experience and in consultation with their own advisors. Certain statements contained herein may be considered forward-looking statements such as estimates or opinions which are subject to various risks and uncertainties and which may cause actual results to differ materially from those set forth in the forward-looking statements. TSTR was compensated three hundred thousand shares of SETG to publish and disseminate this information. Do your own due diligence.

address some of their comments. Wanted us to have our plans and elevation reviewed by the Historic District Commission (HDC). Nick drafted a letter asking for HDC's review and comment on the plans before the next Planning Board meeting, the lawyer reviewed and the corrected it and Sue Therriault signed the final version. Karen Prince requested that she be notified of the date of the meeting. We were asked to address the questions from the Graves Engineering report. Our engineers are doing that Planning board continued to Jan 3 at 8:30 p.m.

New Business
Vote to close library on Friday, Dec 31. Motion made and seconded to close the library on Friday, December 31

Adjournment at 7:50 p.m.
Next meeting: Wednesday, January 12, 2005, 7:00pm
Planning Board hearing continued to Monday, January 3, 8:30pm

12/15/04 Attleboro City Hall PAGE 1
13:41:49 MUNICIPAL LIEN CERTIFICATE MUNIX168 3.6
CERTIFICATE NUMBER 904

PARCEL: 0094 -0011 LOCATION: 12 DIVISION ST

CURRENT OWNER:
DEMERS CHERYL A
12 DIVISION ST
ATTLEBORO MA 02703

CURRENT STATUS:
SQUARE FEET : 15,072.00
LAND VALUATION : 64,600
BUILDING VALUATION: 80,900
EXEMPTIONS : 0
TAXABLE VALUATION : 145,500

DEED DATE: 10/17/01 BOOK: 9860 PAGE: 187 INTEREST DATE: 12/30/04

YEAR	TYPE	DUE DATE	BILLED	PRIN DUE	INT/COST	TOTAL DUE
1997	RE TAX		1,609.45	.00		
	TOTAL 1997		1,609.45	.00		
1998	RE TAX		1,679.94	.00		
	TOTAL 1998		1,679.94	.00		
1999	RE TAX		1,661.71	.00		
	TOTAL 1999		1,661.71	.00		
2000	RE TAX		1,707.34	.00		
	TOTAL 2000		1,707.34	.00		
2001	RE TAX		1,758.54	.00		
	TOTAL 2001		1,758.54	.00		
2002	RE TAX		1,814.80	.00		
	TOTAL 2002		1,814.80	.00		
2003	RE TAX		1,884.23	.00		
	TOTAL 2003		1,884.23	.00		
2004	RE TAX		1,940.97	.00		
	TOTAL 2004		1,940.97	.00		
2005	RE 1ST PRELIM EST	08/02/04	485.25	.00		
2005	RE 2ND PRELIM EST	11/01/04	485.24	.94	.01	.95
	TOTAL 2005		970.49	.94	.01	.95
	GRAND TOTALS		15,027.47	.94	.01	.95

REQUESTOR: GRENHAM & TURCHETTA

UTILITY ACCT #	003 -35500150
Water	20.16
Sewer	.00
Rubbish	43.53
Fees	
TOTAL BILLED	63.69
TOTAL PAID	.00
BALANCE DUE:	63.69
Interest to:	
TOTAL UTILITIES DUE	63.69

Date of Application: 12/09/04
Date Received: 12/13/04
Utility Charges Thru: OCTOBER 2004
Next Billing Month: FEBRUARY 2005

It is suggested that you contact the WaterDept @508-222-0019 for a final water reading.

I certify from available information that all taxes, assessments and charges now payable that constitute liens as of the date of this certificate on the parcel of real estate specified in your application are listed above.

David F. Proulx

David F. Proulx, City Collector for the City of Attleboro

BOT meeting Notes 12/8/04

ST JT
MS
MP
KR
KL

- [illegible]
- [illegible]
- [illegible]

BOYLSTON PUBLIC LIBRARY
695 Main Street
Boylston, Massachusetts 01505
Telephone: 508-869-2371
Fax: 508-869-6195
Website: www.boylstonlibrary.org

December 8, 2004

Library Trustees
Susan A. Therriault, Chairperson
Marcia Priestley, Secretary
Angelo Scola, Treasurer
Kenneth Linell
Cathy Richard
Letty Ridinger

Foundation Directors
Maureen Rafferty Linell, President
Persis Hamilton, Vice President
Cathy Trahan, Clerk
Judy Pugh, Treasurer
Patricia Brissette, Asst. Treasurer
Lynn Butler
Donna DiPilato
Pat Ermshausen
Janice Mecca
Janice Seymour
Margaret Sieber
Jean Therriault

Library Director
Nicholas Langhart

Friends of the Library
Sarah Scheinfein, President
Jennifer McGrath, Clerk

Mr. Bruce Symonds, Chair
Boylston Historic District Commission
429 School Street
Boylston, MA 01505

Dear Mr. Symonds:

The Boylston Public Library Board of Trustees is requesting a date for a formal hearing before the Boylston Historic District Commission regarding the proposed renovation and expansion of the library building which is in the historic district at 695 Main Street.

The Historic District Commission looked over the proposal in 2002 and did not recommend any modifications. Since the project is currently being considered by the Planning Board, it would be helpful to have your commission's formal review scheduled soon.

If the library can provide any plans or documents in advance, please do not hesitate to contact the library director.

Sincerely,

Sue Therriault, Chair
Boylston Public Library Trustees

AGENDA

Joint meeting: Trustees of the Boylston Public Library, Board of the BPL Foundation, Officers of the Friends of the Library

November 10, 2004

7:00 p.m. Trustees Call to Order

Approval of minutes of October 13, 2004

Treasurer's report

Correspondence:

- KVA bill for October services, 11 hours, $1,960
- Plg Bd bill (Graves Engineering), 13 hrs in July, $1,098

Director's report:

Library:

- State Aid Report completed, 10/21
- New oil tank installed by Johnson Bros., $1,839, 10/23
- Video/DVD theft from children's room, 10/26

*** 7:30 Joint Meeting ***

Call to Order

Report from Foundation on activities since August 11, 2004

Report from Friends on activities since September 23, 2004

Report of Building Committee:

- KVA's construction cost estimate summary
- KVA's analysis of skylight cost alternatives
- Sonitrol Security's proposal for present building
- Water main investigation-ongoing
- Visit of John Trexler on landscaping, 10/29

Old Business

- Status of Planning Board, ZBA meetings

New Business

Adjourn

- Next Trustees meeting, December 8, 2004
- Next Joint meeting, February 9, 2005

AGENDA

Joint meeting: Trustees of the Boylston Public Library, Board of the BPL Foundation, Officers of the Friends of the Library

November 10, 2004

7:00 p.m. Trustees Call to Order

Approval of minutes of October 13, 2004

Treasurer's report

Correspondence:

KVA bill for October services, 11 hours, $1,960

Plg Bd bill (Graves Engineering), 13 hrs in July, $1,098

Director's report:

Library:

State Aid Report completed, 10/21

New oil tank installed by Johnson Bros., $1,839, 10/23

Video/DVD theft from children's room, 10/26

*** 7:30 Joint Meeting ***

Call to Order

Report from Foundation on activities since August 11, 2004

Report from Friends on activities since September 23, 2004

Report of Building Committee:

KVA's construction cost estimate summary

KVA's analysis of skylight cost alternatives

Sonitrol Security's proposal for present building

Water main investigation-ongoing

Visit of John Trexler on landscaping, 10/29

Old Business

Status of Planning Board, ZBA meetings

New Business

Adjourn

Next Trustees meeting, December 8, 2004

Next Joint meeting, February 9, 2005

Attachments:

Minutes
Joint meeting: Trustees of the Boylston Public Library, Board of the BPL Foundation, Officers of the Friends of the Library
November 10, 2004

Attendees – Ken Linell, Sue Therriault, Angelo Scola, Marcia Priestley, Letty Ridinger,Cathy Richard, Nick Langhart

Guests – Dick and Karen Prince, Jean Therriault, Peter and Arthur Moore

Trustees Call to Order – 7:05 p.m.

Approval of minutes of October 13, 2004 – Motion made and seconded to approve the minutes.

Treasurer's report – Angelo – no activity - $6615.21. Motion made and seconded to approve.

Correspondence:

KVA bill for October services, 11 hours, $1,960 – Tony's work on estimate development. Motion made and seconded to approve payment of the bill.

Planning Board bill (Graves Engineering), 13 hrs in July, $1,098 – professional services for review of the proposed site plan. (At the previous building committee meeting, Sue Olson said this is a typical procedure although the bill was unexpected.) Motion made and seconded to ask Nick to get more information from Planning Board.

Richmond French Design – bill for architectural services for Planning Board approval, $2755; $1200 for Stamski and McNary for revised sewage disposal plan; Breyer Architects Interior Design consulting for $1050. Reimbursable expenses for $670.13 for intent to notify for Conservation Commission ($183.23) and miscellaneous expenses. Motion made and seconded to pay everything except for the Conservation Commission filing fee until we have more information.

Director's report:

Library:

State Aid Report completed and mailed on 10/21. Report entitles us to annual state aid of approx. $4000.

New oil tank installed by Johnson Bros., $1,839 on 10/23/04. Fire chief said we shouldn't tolerate the leak in a public building. He told Sue Olson it was an emergency and didn't require 3 bids. Payment comes out of Equipment and Repair budget line.

Video/DVD theft from children's room on 10/26/04. Two people, man and a woman. Man took the videos out the back door. Police have apprehended both of them. Approx. $500 lost. Nick asked for photos from police of DVDs and videos in their evidence room so we can replace them.

Discussion about putting an alarm on the back door.

Meeting on Nov. 17 at Town Hall at noon with Senior Tax Rebate Committee to discuss the status of our volunteers who have been rejected by the program.

***** 7:30 Joint Meeting *****

Call to Order

Additional Attendees: Lynn Butler, Maureen Linell, Jan Mecca

Report from Foundation on activities since August 11, 2004 – Maureen Linell – Thanked trustees for attending their annual meeting. Judy Pugh gave a financial report at their meeting – everyone is paying their pledges. Foundation is planning on doing an annual fund raiser. Maureen also wants to get a list for naming opportunities. Discussion followed – suggestion to present the ideas to the Foundation. Sue and Nick will pull together opportunities.

Report from Friends on activities since September 23, 2004 – no written report. They hosted the Pumpkin Event for Halloween. Picture in Banner on Adopt a Highway program.

Report of Building Committee:

KVA's construction cost estimate summary (DRAFT)– Nick compared the 2003 $4.1 million project estimate with current KVA construction estimate of $3,767,588, and added $1,002,104 net "other" costs. Nick handed out his calculations at the meeting.

KVA's analysis of skylight cost alternatives – wait for Bldg.Comm. recommendation

Sonitrol Security's proposal for present building – Ken Linell – a couple of vendors will recommend fire and intrusion measures. The one we expect to be most thorough and professional is Sonitrol. They will give us proposal for building as it is now, and separately, the building as it will be.

Water main investigation – the Highway Department dug to find the water main. Snapped electricity to Moore's and broke water line to library. Fixed it within three hours. We now know the path of the found pipe. Jonathan and Nick are going to survey the site of the proposed addition to see how closely it comes to the 8" water main. Nick will send a letter to Don Parker to thank him.

Visit of John Trexler on landscaping, 10/29 – John offered, through Jonathan, to join Sue and Nick to walk the property on October 29 and he gave them ideas on landscaping. He is interested in the library project and helping us blend the proposed parking lot into the current landscape.

Old Business

Status of Planning Board, ZBA meetings – Met with Planning Board. on Monday Nov. 1. Planning Board is reviewing plans and meeting was continued to Dec. 6 at 8 p.m.

ZBA meeting was cancelled again because of a procedural error. We have opted to refile, and we need to go through the process of advertising and notifying abutters after a meeting date is set by the ZBA.

New Business - none

Adjourn at 8:07 – motion made and seconded
Next Trustees meeting, December 8, 2004
Next Joint meeting, February 9, 2005

[illegible] 11/13/04

BOT (6)

+ [illegible]
+ Jan Peter,
2 Prince → appeal KVA bid

LB → get more info on Grevis, Plg Bd
T.T. How computed - any cap any warranty?
detail behind - appeal

→ ask JR about Jan, Com fee - left message 11/12

→ Doug all RFD last bits sent

→ Hugh report - adam on dark data2 - w/sign
- KL to follow up Sandoval bid

Fan

accolades to ST, NL, SP.

Fan will do final award appeal - in writing, or attend BOT ?

→ Nancy opportunities from KVA est - NL w/ST - JR?

MP: Doug Frost is a plague-maker

BC

Skylight - differ to BC 2/5 for recom to BOT
no report from Sandoval ~~to~~ yet

→ ~~ref~~ to Ron Parker for water dtg

CES

12/6 Plg Bd. ZBA, we're re-filing, will adv after ZBA date determined
walk thru 3 for 2½ hrs mos ~~last~~ last Sat 11/6/04

Ag Ad?

→ JR on photos for Karen Price

A. D. Form 4

TOWN OF BOYLSTON

SCHEDULE OF DEPARTMENTAL BILLS PAYABLE

To the Town Accountant:

The following-named bills of the _____ Department, amounting in the aggregate to _____ Dollars, have been approved by the _____, and you are requested to place them on a warrant for payment.

_____

Date _____, 19____ _____

Title

NAME	ADDRESS	AMOUNT	TOTAL

AGENDA
Trustees of the Boylston Public Library
October 13, 2004
7:00 p.m.

Call to Order

What's that smell? Oil tank overflow began Friday with fill-up

Approval of minutes of September 8, 2004

Treasurer's report

Director's report
- Library:
  - Friends have scheduled Adopt-a-Highway clean-up Oct 17
  - Bill Manter will shovel snow at library this winter
  - Tower Hill's Farmathon held over Columbus Day weekend
  - State Aid report (financial) due to MBLC October 22
  - Impact of Town's Senior Tax Rebate Program on volunteers
  - Fall Binder mailed out September 22
- Building:
  - Talk with water dept on water main
  - New construction regs from state

Building Committee report
- Review of skylight options
- Meetings on security systems - Ken L.

Old Business
- Web site status

New Business

Adjourn

Attachments:
- Librarian's report
- Report to MBLC for September
- MLTA Newsletter
- Centralities

Note: Special Town Meeting October 18, 7:00 p.m., Tahanto H.S.

Next Trustees Meeting: Wednesday, November 10, 2004

To: **SATherriau@aol.com, STHERRIAULT@ALLMERICA.COM, rrichard@gis.net, marcia@priest ANCY21@charter.net, lettis@yahoo.com, KLinell@charter.net**
Subject: **BPL Board of Trustees, 10/13/04 agenda**
Date sent: **Wed, 13 Oct 2004 14:26:07**

AGENDA
Trustees of the Boylston Public Library
October 13, 2004
7:00 p.m.

Call to Order

What's that smell? Oil tank overflow began Friday with fill-up

Approval of minutes of September 8, 2004

Treasurer's report

Director's report
- Library:
  - Friends have scheduled Adopt-a-Highway clean-up Oct 17
  - Bill Manter will shovel snow at library this winter
  - Tower Hill's Farmathon held over Columbus Day weekend
  - State Aid report (financial) due to MBLC October 22
  - Impact of Town's Senior Tax Rebate Program on volunteers
  - Fall Binder mailed out September 22
- Building:
  - Talk with water dept on water main
  - New construction regs from state

Building Committee report
- Review of skylight options
- Meetings on security systems - Ken L.

Old Business
- Web site status

New Business

Adjourn

Attachments:
- Librarian's report
- Report to MBLC for September
- MLTA Newsletter
- Centralities

Note: Special Town Meeting October 18, 7:00 p.m., Tahanto H.S.

Next Trustees Meeting: Wednesday, November 10, 2004

From: **Self <nlanghar@cwmars.org>**
To: **SATherriau@aol.com, STHERRIAULT@ALLMERICA.COM, rrichard@gis.net, marcia@priestleynet.com, ANCY21@charter.net, lettis@yahoo.com, KLinell@charter.net**
Subject: **BPL Board of Trustees, 10/13/04 agenda**
Date sent: **Wed, 13 Oct 2004 14:28:16 -0400**

AGENDA
Trustees of the Boylston Public Library
October 13, 2004
7:00 p.m.

Call to Order

What's that smell? Oil tank overflow began Friday with fill-up

Approval of minutes of September 8, 2004

Treasurer's report
Correspondence: RFD, 3,705.06; KVA sept 2,520; Oct, 2,132.50
Director's report
- Library:
  - Friends have scheduled Adopt-a-Highway clean-up Oct 17
  - Bill Manter will shovel snow at library this winter
  - Tower Hill's Farmathon held over Columbus Day weekend
  - State Aid report (financial) due to MBLC October 22
  - Impact of Town's Senior Tax Rebate Program on volunteers
  - Fall Binder mailed out September 22
- Building:
  - Talk with water dept on water main
  - New construction regs from state

Building Committee report
- Review of skylight options
- Meetings on security systems - Ken L.

Old Business
Web site status

New Business

Adjourn

Attachments:
Librarian's report
Report to MBLC for September
MLTA Newsletter
Centralities

Sat 10/30 MLTA Radisson, Marlborough

Note: Special Town Meeting October 18, 7:00 p.m., Tahanto H.S.

Next Trustees Meeting: Wednesday, November 10, 2004

Minutes
Meeting of Trustees of the Boylston Public Library
October 13, 2004, 7:00 p.m.

Attendees: Ken Linell, Sue Therriault, Angelo Scola, Marcia Priestley, Letty Ridinger, Cathy Richard, Nick Langhart
Guests: Dick and Karen Prince; Jean Therriault, Sue and Arthur Moore

Call to Order: Meeting was called to order by Sue Therriault at 7:02 p.m.

Approval of minutes of Sept.8, 2004: motion given and seconded. Minutes approved

Treasurer's Report: Angelo – No activity. Balance is $6615.21 and we earned .51 cents in interest. Motion made and seconded to approve report. Approved.

Director's report

Library:

Correspondence – Invoice from Richmond French Design and two from KVA. Richmond French $3705.06, for extra services outside of the contract. KVA bill for August $2520; bill for Sept. was $2132.50. Motion made and seconded to approve paying all three bills.

Oil tank problem – There was a serious odor. Nick said they initially thought it was probably overflow from the first fill of the season. But, Nick put down sand and has a cup where the oil is coming from. (It is a leak, not overflow.) Falconi Bros. will take care of it – it is an external leak and can be fixed.

Friends have adopted the Adopt-a-highway program and scheduled an Adopt-a-highway clean-up on October 17. There is a sign-up sheet in the library.

Bill Manter will shovel snow at the library again this winter at a rate of $12.15 per hour.

Tower Hill's Farmathon was held over Columbus Day weekend. Five libraries were involved. Our Children's librarian, Judy, held a craft project to make paper lanterns over the week-end. 30 children participated.

State Aid report (financial) due to MBLC October 22. Nick is working on it.

Impact of Town's Senior Tax Rebate Program on volunteers – this has been administered by the town for years. We have 3 seniors working in the program. Helen Madore was turned down a year ago, but Nick went to bat for her and she was accepted. This year they rejected both Priscilla and Helen because the Senior Tax Rebate Committee sees the jobs as volunteer jobs. Sandra Bourrassa, Helen Duffy, Mary Jasper,

Jane Meaghan, Sue Olson, Margo Richardson, Dennis Goguen, F. Ellen McKay are on the committee.

Motion was made by Sue Therriault to send a letter appealing their decision and requesting a meeting with the Senior Tax Rebate Committee to discuss. Motion seconded and approved.

Fall Binder mailed out September 22.

Building

Nick talked with Ralph Wagner of the water dept. on water main to get authorization to look for the pipe. He then spoke to Don Parker about doing the digging, but Don said he can't locate it for 4 – 6 weeks because of other work. Motion was made to ask Don Parker to put it on his list to find it either before the ground freezes or after the ground thaws. Seconded and approved.

New construction regulations arrived from the state. Nick doesn't think the regulation changes will affect us because we are a smaller project (under $10 million). He has forwarded the regulations to Richmond French and to KVA to have them look at them.

Building Committee report:

Review of skylight options – Tony presented 3 skylight options. Building committee is reviewing them and will make a recommendation to the trustees. Price for repairing is $13,611 with annual maintenance of about $1500 per year. Option to replace the skylight is $31,853 with annual maintenance of $500 per year. Other option, to replace with a metal roof is $24,724 with $250 for maintenance. Nov. 5 at 9 a.m. is next Bldg. Committee mtg.

Security systems – Ken Linell and Nick have had two meetings so far, Team AVS came to look at the building and the plan. They said they will come back with recommendations, but haven't yet. It's been a month. Sonitrol interviewed on October 8– they were more professional. Sonitrol is going to come back to Nick with a quote to improve what we have now, and they will also give us a quote for security during construction and other options. Sonitrol has lowest false alarm rate in the business (they say). Nick has sent the fire prevention/suppression requirements for the planned expansion, which were previously discussed with architect Jon French and the Boylston fire chief, to Sonitrol.

Old Business

Web site status – Jean Therriault said ISP has not received the check yet. Jean will check with town to see what the status is. The web url has been reserved and the site can go live when the check from the town treasurer clears.

Attention was called to the upcoming Massachusetts Library Trustee Association annual meeting to be held October 30 at the Raddisson Hotel in Marlborough.

Motion made and seconded to adjourn meeting. Approved. Meeting Adjourned by Sue Therriault at 7: 49 p.m.

Next meeting is November 10 at 7 p.m.

AGENDA
Trustees of the Boylston Public Library
September 8, 2004
7:00 p.m.

Call to Order

Approval of minutes of August 11, 2004

Treasurer's report

Correspondence
- Request for ad sponsorship for Tahanto High School yearbook

Director's report
- Library
  - Binder begun
  - ARIS completed
  - Friends will meet Thursday, Sept 23
- Building
  - Sprinkler flow test done
  - Meeting with Foundation grant writer and Jan Seymour

Building Committee report
- Skylight options referred to KVA for cost estimation
- Security consultant report -Ken L.
- Status of USDA loan

Old Business
- Web site ready, host contracted

New Business
- KVA construction cost estimate (if available)

Adjournment

Attachments:
- Librarian's report
- Monthly report to MBLC for August

From: **Self <nlanghar@cwmars.org>**
To: **SATherriau@aol.com, rrichard@gis.net, marcia@priestleynet.com, ANCY21@charter.net, lettyis@yahoo.com, KLinell@charter.net**
Subject: **BPL Board of Trustees, 9/8/04 agenda**
Date sent: **Wed, 01 Sep 2004 17:17:52 -0400**

AGENDA
Trustees of the Boylston Public Library
September 8, 2004
7:00 p.m.

Call to Order

Approval of minutes of August 11, 2004

Treasurer's report

Correspondence
- Request for ad sponsorship for Tahanto High School yearbook

Director's report
- Library
  - Binder begun
  - ARIS completed
  - Friends will meet Thursday, Sept 23
- Building
  - Sprinkler flow test done
  - Meeting with Foundation grant writer and Jan Seymour

Building Committee report
- Skylight options referred to KVA for cost estimation
- Security consultant report -Ken L.
- Status of USDA loan

Old Business
- Web site ready, host contracted

The minutes of the joint meeting of February 11th were approved.

Mary Beth reviewed the status of the building project including the filings with town boards and commissions, the appointment of a project manager, the selection process of an interior design firm. She thanked the Foundation for its approval of a stipend for the library director to supplement his salary during this exceptional year due to preconstruction activities. It was moved by Letty and seconded by Marcia to formally accept this stipend.

Maureen Linell, President of the Library Foundation, reviewed the activities for the Memorial Day groundbreaking ceremony. A town-wide mailing has been sent out, publicity put together, tent and chairs secured, and final arrangements were being completed. She also briefly discussed additional fundraising that will probably be required to meet the full cost of the project. The new project manager will be reviewing cost estimates and a small group of Building Committee members have reviewed potential items for separate fundraising.

The next joint meeting will be held in August during the regular meeting of the Board of Trustees.

The joint meeting was adjourned at 7:55 p.m. and the regular meeting of the Board of Trustees reconvened at 7:55 p.m.

Old Business:

Nick and Sue T reported on the progress on website. Nick is reviewing and putting together content. A webmaster who will maintain the town's website has been found.

Mary Beth reported that the requested stipend for Library Director has been approved by the Library Foundation.

New Business:

It was agreed that the identification of construction costs for fund raising be deferred until the next meeting pending a review by the new project manager.

The meeting was adjourned at 8:38 p.m.

The next regular meeting will be held on Wednesday, June 9th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

New Business

KVA construction cost estimate (if available)

Adjournment

Attachments:

Librarian's report

Monthly report to MBLC for August

The minutes of the joint meeting of February 11th were approved.

Mary Beth reviewed the status of the building project including the filings with town boards and commissions, the appointment of a project manager, the selection process of an interior design firm. She thanked the Foundation for its approval of a stipend for the library director to supplement his salary during this exceptional year due to preconstruction activities. It was moved by Letty and seconded by Marcia to formally accept this stipend.

Maureen Linell, President of the Library Foundation, reviewed the activities for the Memorial Day groundbreaking ceremony. A town-wide mailing has been sent out, publicity put together, tent and chairs secured, and final arrangements were being completed. She also briefly discussed additional fundraising that will probably be required to meet the full cost of the project. The new project manager will be reviewing cost estimates and a small group of Building Committee members have reviewed potential items for separate fundraising.

The next joint meeting will be held in August during the regular meeting of the Board of Trustees.

The joint meeting was adjourned at 7:55 p.m. and the regular meeting of the Board of Trustees reconvened at 7:55 p.m.

Old Business:

Nick and Sue T reported on the progress on website. Nick is reviewing and putting together content. A webmaster who will maintain the town's website has been found.

Mary Beth reported that the requested stipend for Library Director has been approved by the Library Foundation.

New Business:

It was agreed that the identification of construction costs for fund raising be deferred until the next meeting pending a review by the new project manager.

The meeting was adjourned at 8:38 p.m.

The next regular meeting will be held on Wednesday, June 9th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

To: **SATherriau@aol.com, rrichard@gis.net, marcia@priestleynet.com, ANCY21@charter.net, lettyis@yahoo.com, KLinell@charter.net**
Subject: **BPL Board of Trustees, 9/8/04 agenda**
Date sent: **Wed, 01 Sep 2004 17:15:08**

AGENDA
Trustees of the Boylston Public Library
September 8, 2004
7:00 p.m.

Call to Order

Approval of minutes of ~~July~~ August 14, 2004

Treasurer's report

Correspondence
- Request for ad sponsorship for Tahanto High School yearbook

Director's report
- Library
  - Binder begun
  - ARIS completed
  - Friends will meet Thursday, Sept 23
- Building
  - Sprinkler flow test done
  - Meeting with Foundation grant writer and Jan Seymour

Building Committee report
- Skylight options referred to KVA for cost estimation
- Security consultant report -Ken L.
- Status of USDA loan

Old Business
- Web site ready, host contracted

New Business
- KVA construction cost estimate (if available)

Adjournment

Attachments:
- Librarian's report
- Monthly report to MBLC for August

The minutes of the joint meeting of February 11th were approved.

Mary Beth reviewed the status of the building project including the filings with town boards and commissions, the appointment of a project manager, the selection process of an interior design firm. She thanked the Foundation for its approval of a stipend for the library director to supplement his salary during this exceptional year due to preconstruction activities. It was moved by Letty and seconded by Marcia to formally accept this stipend.

Maureen Linell, President of the Library Foundation, reviewed the activities for the Memorial Day groundbreaking ceremony. A town-wide mailing has been sent out, publicity put together, tent and chairs secured, and final arrangements were being completed. She also briefly discussed additional fundraising that will probably be required to meet the full cost of the project. The new project manager will be reviewing cost estimates and a small group of Building Committee members have reviewed potential items for separate fundraising.

The next joint meeting will be held in August during the regular meeting of the Board of Trustees.

The joint meeting was adjourned at 7:55 p.m. and the regular meeting of the Board of Trustees reconvened at 7:55 p.m.

Old Business:

Nick and Sue T reported on the progress on website. Nick is reviewing and putting together content. A webmaster who will maintain the town's website has been found.

Mary Beth reported that the requested stipend for Library Director has been approved by the Library Foundation.

New Business:

It was agreed that the identification of construction costs for fund raising be deferred until the next meeting pending a review by the new project manager.

The meeting was adjourned at 8:38 p.m.

The next regular meeting will be held on Wednesday, June 9th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

MINUTES
Trustees of the Boylston Public Library
September 8, 2004
7:00 p.m.

Called to Order 7:04PM
Present: Sue Therriault, Angelo Scola, Cathy Richard, Ken Linell
Absent: Marcia Priestley, Letty Ridinger
Also attending: Nick Langhart (Director), Jean Therriault, Sue Moore

Minutes of August 11, 2004 meeting approved as written

Treasurer's report: Trustees' balance: $6,613.47 (9/8/04)
Friends' balance: $3,928.29 (9/8/04)

Correspondence:
- o Nick (Director) noted obituary for Trudy MacNamee, former Trustee, and will mention Trudy and Betty Seymour in upcoming ***Binder***
- o Tahanto High School Yearbook student rep approached Nick for an ad; this will be referred to the BPL Foundation and Friends for possible contribution
- o The Adopt a Highway program begun last year is to be referred to the Friends as a possible project..

Director's report:
Library
- o ***Binder*** begun - will include a construction update, move delay, Memorial Day book sale and groundbreaking, library web site article
- o ARIS survey for Mass Library Commissioners completed
- o Friends will meet Thursday, Sept 23

Building
- o Sprinkler water pressure flow test completed
- o Nick has met with the Foundation's grant writer and Jan Seymour to compile an opportunity list

Building Committee report:
Skylight options (1. Repair existing skylight, 2. Replace with more modern materials, 3. Replace with steel roof) to be referred to KVA for cost estimates through Jonathan.
Security - Ken Linell & Nick Langhart to meet with Team AVS security installation and monitoring service provider 9/14/04. Fire and Police Department recommendations to be minimum baseline.
USDA loan – 5% interest and town meeting approval will be considered if necessary to use for funding.

Old Business:
A Library web site is ready, host (ISP) being contracted. Cost is $95.44/yr.

New Business:

A KVA construction cost estimate is not ready, but will probably be presented at the next Building Committee meeting (9/24/04).

Dates: ZBA – 9/13/04, 7:30PM, Hillside
Building Cmtte – 9/24/04, 9AM, Library
Planning Bd - 10/04/04, 9PM, Hillside
(next) Trustees - 10/13/04, 7PM, Library

Adjourned at 8:00PM

GRIMES & COMPANY, INC.
A Registered Investment Advisor

Nick Langhart
Gail Langhart
20 Newell Hill Rd
Sterling, MA 015641418

NOTES
BOT 9/8/04

ST, AS, CR, KL. SH, NL, Jean T

7:05 C to C

Treas: $6.613,34 BOT. Friends 3,928,29

→ Fdn + Friends for + column

need MBL's attn 25

Call Means re: Dept mtng after 9/13. Builder ✓ attitude

Fdn: Cindy Richard

Skylight

Security – KL, packet to vendors, Police Supt Donohue + FD chief Donohue would review any bids. Code compliance up to date. Interior use, Sonet security will be set. Estimated $5-10,000. Trial not held a completed System. But will do cost consrs. put maint. contracts. Alc 25?

w/vendor. Police contracts FD, rep: Sec. System

Web page: put Responsibility, city in Fdn Binder networking to make activity at outset.

→ BC Agenda: security, skylight, const. est. Fdn rent. ZBA

CALENDAR
7:30 ZBA
9/29 9AM BC
10/4 6:00 Plg Bd
10/13 BOT

→ Call Pamela left mess

E 05 Adjourn

F. c & Non Fic BKS

Audio

Video

Adult

319.20
55.00
10.61
384.81

Adult

48.04
1076.20
1,124.24

Adult

Children

35.69

Children

Children

Reference

Periodicals

8.95

Music CD

CD Rom

To: **SATherriau@aol.com, rrichard@gis.net, marcia@priestley.com, ANCY21@charter.net, lettyis@yahoo.com, KLinell@charter.net**

Copies to: **MRLinell@charter.net, judy.pugh@charter.net, daye869@aol.com, Ohboys869@charter.net, moyna@gis.net, Pbrissette@Allmerica.com** + Cathy@Trahans.net

Subject: **Joint Meeting of Library Trustees & Foundation, 8/11/04**

Date sent: **Tue, 10 Aug 2004 18:47:47**

AGENDA
Trustees of the Boylston Public Library
Board of the Library Foundation
Joint Meeting
August 11, 2004
7:00 p.m.

Call to Order

Welcome to Ken Linell, new to Trustees

Approval of minutes of June 14, 2004

Treasurer's report

Correspondence:
- from Selectmen: Special Town Meeting set for October 18, 7:00

Director's report
- Library:
  - Job descriptions newly edited
  - Progress on Web pages
  - 'Dr. Suess' stamp ceremony held at Library 8/4
  - Revival of Friends of the Library
  - Phone repair
  - Vacations: Paula,8/10-13; Judy, 8/17-24
- Building:
  - Approval of KVA bill for $3,560 for July
  - USDA loan status

Building Committee report:
- Status of Board filings and hearings
- Flow test for sprinkler system
- Approval of Bryer contract with RFD markup cost
- Approval of roof shingle choice
- Approval of skylight replacement
- KVA's construction expense estimate (if available)

Old Business
- Status of Adopt-a-Highway program

New Business

Adjournment

Attachments:
- Librarian's report for July
- July monthly report to MBLC
- Banner: "Libraries see...CDs"
- Centralities

INVOICE 7/28/04

CUSTOMER SERVICE CENTER
Terre Haute, Indi 47811

AUTO** 3-DIGIT 015
PAULA J PETERSON
21 FRENCH DR PO BOX 861
BOYLSTON MA 01505-0861

FLT SP

00005 0481 010

5 AS DAR 1X 101489 WXI 1 7/28 ZIP

0505881191 P PROCPASS

Expedite Required 0002

Title FIFTY 1ST DATES | Selection No. #031630 CB2W | Columbia

As you authorized, $24.94 has been charged to your MasterCard.

Name Paula Peterson

Address % Library

0028820322 0000020316300322

TOTAL DUE

RETURN ABOVE INVOICE WITH PAYMENT AND KEEP THIS PORTION FOR YOUR RECORDS. WRITE ACCOUNT NUMBER ON YOUR CHECK. PLEASE DO NOT SEND CASH.

STATEMENT OF ACCOUNT

ACCOUNT NUMBER
50288820322

Fifty First Dates

Title	Unit Price	Shp/Proc	Total
FIFTY 1ST DATES	21.95	2.99	24.94
		THIS SHIPMENT	24.94

Columbia House DVD CLUB

Return of Bad Check Fee $0.00

TOTAL DUE $0.00

Thank you for your order. We hope you enjoy your selection and look forward to serving you again.

Great news! You earned $24.94 in FunCash on this order, giving you a total of $90.44. Every purchase adds more to your FunCash account. Redeem your FunCash for FREE and DISCOUNTED DVDs during our Summer Cash-In from July 28 through September 26, 2004.

ZD6461

3 Easy Ways to Pay!

Pay by credit card at Columbiahouse.com
It's safe and easy!

Call toll-free 1-800-262-2001 and pay by credit card.

Total Reimbursement Request: $ 24.94

Receipt attached

Library Expenses
Account Description

01-610-5780
Account Number

Department Head Signature

August 10, 2004
Date

August 10, 2004

$24.94

AGENDA
Trustees of the Boylston Public Library
Board of the Library Foundation
Joint Meeting
August 11, 2004
7:00 p.m.

Call to Order

Welcome to Ken Linell, new to Trustees

Approval of minutes of June 14, 2004

Treasurer's report

Correspondence:
- from Selectmen: Special Town Meeting set for October 18, 7:00

Director's report
- Library:
  - Job descriptions newly edited
  - Progress on Web pages
  - 'Dr. Suess' stamp ceremony held at Library 8/4
  - Revival of Friends of the Library
  - Phone repair
  - Vacations: Paula,8/10-13; Judy, 8/17-24
- Building:
  - Approval of KVA bill for $3,560 for July
  - USDA loan status

Building Committee report:
- Status of Board filings and hearings
- Flow test for sprinkler system
- Approval of Bryer contract with RFD markup cost
- Approval of roof shingle choice
- Approval of skylight replacement
- KVA's construction expense estimate (if available)

Old Business
- Status of Adopt-a-Highway program

New Business

Adjournment

Attachments:
- Librarian's report for July
- July monthly report to MBLC
- Banner: "Libraries see...CDs"
- Centralities

Minutes
Joint Meeting of Trustees and Foundation of the Boylston Public Library
August 11, 2004, 7:00 p.m.

Attendees: Ken Linell, Sue Therriault, Angelo Scola, Marcia Priestley, Letty Ridinger, Cathy Richard, Nick Langhart
Guests: Dick and Karen Prince; Jean Therriault, Sue and Arthur Moore
Attendees from Foundation: Persis Hamilton, Cathy Trahan, Jan Seymour, Maureen Linell

Call to Order: Meeting was called to order by Sue Therriault at 7:02 p.m.

Welcome to new trustee, Ken Linell.

Approval of minutes of July 14, 2004: motion made and seconded Minutes approved after changing name of Dick Moore to Arthur Moore.

Treasurer's Report: Angelo Scola - Trustees balance of $6711.86. Bought a stamp "For deposit only" from Frost Manufacturing. Check to Nick for $1536.00 – agreed upon.
Friends account: $3928.29; $300 check written to Lawrence Bumpus for African Tales.
Motion made and seconded for approval. Approved.

Correspondence: Nick - Special Town Meeting set for October 18, 7:00 p.m. – Selectmen; accepting articles for warrant. Meeting for Zoning By-Law changes. We do not have anything to put on the warrant

Director's report
Library:

Job descriptions – edited job descriptions from town after Nick's vacation. They are adequate in their completeness and have been returned to the town after editing.

Progress on Web pages – good progress in month of July; Nick is comfortable with content. Two issues – is content accurate? Do we want to use Boylston town web site or go directly to our own site? Discussion around getting our own domain name and maintaining the site ourselves (Jean Therriault). Nick would approve updates; Jean and Ken would take care of uploading. Motion that we accept the website as presented by Nick, Ken and Jean and that we obtain our own domain name and host company. Motion made, seconded and approved

Dr. Seuss stamp ceremony held at Library on 8/4 and presentation made of stamp by Debra Jumonville, postmistress - plus lots of activity in children's room – 10 programs.

Revival of Friends of the Library – Sarah Scheinfein, president; Jen McGrath – treasurer. Five current members.

Received $1000 from CPC in Marlboro for programs from September to June

Phone repair – Paula's phone hasn't been working; Nick got the phone to work this past week-end.

Vacations: Paula, 8/10 –13; Judy, 8/17 –24 – Paula will work this Sat. to relieve Nick from having to work to many Saturdays in a row. Thanks to Paula

Break at 7:30 for Foundation Meeting – Maureen Linell – ad in paper to ask grant writers to respond Foundation chose three or four resumes – they will be coming in for interviews. Pay will be per hour for writer. Nominating committee has done a brochure and by-laws are being printed.

Resumed Trustee Meeting at 7:38 p.m.

10.	Perry, Anne	Adult	✓	N/A	

Sins of the wolf, The (1994)

(1 to 10) of 14 Next

Click here to return to the library home page

© 2004 EBSCO Publishing Privacy Policy - Terms of Use

Building: Need authorization for check for $3560 plus $200 reimbursables for KVA. Trustees felt we need more itemized invoice. KVA construction expense estimate is not ready, but Tony will be at Building Committee on Friday the 13th to give us an update. Nick hopes in Sept. he will have a running expense summary every month. Nick will contact Tony to ask for more of a breakdown on hours. *No authorization for check until we get an answer from Tony.*

USDA Loan Status – Nick – part of overall strategy of funding the project. Hold off on decision until we know what the shortfall is. Someone from trustees should talk to Sue Olsen about implications on town if we get a USDA Loan. What would approval process be? Rate for loan? All are dependent upon new cost analysis. Angelo "volunteered" to work with Nick on this.

Building Committee report: Date for ZBA, Monday Sept. 13 at 7:30 at Hillside. Abutters will receive notification. October 4 at 8 p.m., Planning Board.

Flow test required for building. Town Water Dept., engineers and Tony need to be present. Nick talked to Ralph at Water Dept. – when engineers get back from vacation, we'll do Flow Test. We also need to find out if we have an 8 inch water main. (There is not a definite date to have this done.)

Building committee has approved a shingle for the roof of the new portion. BC recommended the straight asphalt. Motion made and seconded to approve Certainteed, Hatteras shingles.

Architect recommends Skylight structure be replaced -- $25,000 to build and $10,000 to install. Discussion by trustees. Motion to have the Building Committee reevaluate other options. Seconded and approved

Old Business

Status of Adopt-a-Highway program – We have no one to lead the program at this point. We need someone to lead this program and do the work 2 to 3 times a year. Angelo explained the program. Suggested asking Friends to take this on. Cathy Trahan suggested that we ask Ken Ware to spearhead it. Cathy Richard said she would call him to see if he would be interested.

Cathy Richard got a gift certificate to a restaurant for MaryBeth. Cathy will see Angelo for reimbursement from the Trustees checking account as previously approved.

New Business

Cathy Richard brought up New York Times Librarian Award. NYTimes-community – award for librarians who provide exceptional service.

Motion made and seconded to adjourn meeting. Approved. Meeting adjourned by Sue Therriault at 8:15 p.m.

Next meeting is September 8, 2004 at 7 p.m.

BAKER & TAYLOR

Information and Entertainment Services

Please deliver this to:

To: **SATherriau@aol.com, rrichard@gis.net, marcia@priestley.com, ANCY21@charter.net, lettyis@yahoo.com** + new, klineli@charter.net

Subject: **BPL Board of Trustees 7/14 mtg agenda**

Date sent: **Fri, 09 Jul 2004 17:13:47**

Trustees,

This agenda is early because I will be on vacation from July 14 through the 24th, so I will miss the BOT meeting on the 14th and the Building Cmte on the 16th. (Angelo note: I will be in on Tuesday, the 13th to do bills and payroll and will need your signature.)

I will prepare a written director's report for the meeting on the14th.

AGENDA
Trustees of the Boylston Public Library
July 14, 2004, 7:00 p.m.

Call to Order

Approval of minutes of June 9, 2004

Treasurer's Report

Correspondence
- None

Director's report
- Library:
  - All personell evaluations and pay change requests submitted to Town Administrator
  - FY'04 budget is closed out, $29 returned to Town
- Building:
  - KVA contract finalized, signed, original copy here
  - Jon French and Nick met with new fire chief July 7
  - Nick and Tony met on construction expenses and reporting format July 7

Building Committee report

Attorney Ricker has final site plans and has filed for hearings to Planning Board (Aug 3, not confirmed) and ZBA (no date set)

When hearings are set, abutter notices will be sent

Old Business
- USDA loan application
- Future of Adopt-a-Highway program

New Business

Adjournment

Attachments:
- FY'05 list of Trustee meeting dates
- Librarian's report
- June monthly narrative to MBLC
- Banner: "Summer Reading Program..."
- Centralities

Next meeting: Wednesday, August 11, 2004, 7:00 p.m.

Minutes

Boylston Public Library Board of Trustees meeting of July 14, 2004, 7:00 p.m.

Attendees: Cathy Richard, Sue Therriault, Angelo Scola, Marcia Priestley, Letty Ridinger
Guests: Dick and Karen Prince; Jean Therriault, Sue and Dick Moore

Call to Order: Meeting was called to order by Sue Therriault at 7 p.m.

Approval of minutes of June 9, 2004: Motion made and seconded to accept the minutes as written and submitted by Sue Therriault. Voted unanimously to approve.

Treasurer's Report: Treasurer, Angelo Scola gave report. Trustees balance, $6727.75; Friends balance, $3952.29. Only activity was a check written to Pumpernickel Puppets (John McDonough) for $180. Motion made and seconded to approve Treasurer's report. Voted unanimously to approve.

Correspondence: None

Director's Report: Sue Therriault read the Director's Report in Nick's absence. (Nick submitted his report in writing since he was on vacation.) It is as follows:

Library: All personnel evaluations and pay change requests submitted and approved. The 3% raise for everyone will be in effect as of July 1, 2004.

FY'04 budget was closed out on June 29; $29 returned to Town. We spent all but $29 out of $50, 600 allotted expenses for the year and we met the goal of 20% of the total budget ($27,000) to be spent on books, periodicals, audio books, CDs and CD ROMs as required by the Library Commissioners. On the salary side, all was spent plus an additional $1855 taken from the unrestricted state aid account to cover vacations, substitutions, special assignments and emergency coverages during the year.

Building Committee: Nick and Tony (KVA project manager) met on construction expenses and reporting format July 7. Tony expects total cost estimates to be ready by end of July.

KVA contract finalized, signed, original copy here. First month's bill was for 14 hours, $2240 plus $200 for reimbursables explained by Tony (total $2440). Question re: if we are short of money what happens. Sue said the Foundation is already considering this. Motion was made and seconded to pay the KVA bill. Voted unanimously to approve payment.

Jon French and Nick met with new fire chief, Joe Flanagan July 7 to discuss construction plans. Discussed the placement of the water connection—where a pumper would draw

water, the exterior alarm box, the annunciator panel, 5 interior pull stations, and fire extinguisher cabinets. There will also be numerous illuminated exit signs and emergency lights, as well as elevator emergency phone, panic button and smoke detector. The location of the main fire panel and placement of sprinkler heads has not been finalized Chief Flanagan thought plans looked very complete. He wanted to be sure that the driveway on the north side would be adequate for ambulance/EMT vehicles access to the meeting room.

Nick also submitted meeting dates for the trustees which are as follows
11 August 2004*
8 September 2004
13 October 2004
10 November 2004*
12 January 2005
9 February 2005*
9 March 2005
13 April 2005
11 May 2005*
8 June 2005

*Joint meeting with Foundation

The monthly report to the MBLC was submitted as an attachment to the Library Director's Report

Building Committee Report: Attorney Ricker has final site plans and has filed for hearings to Planning Board (Aug 2, not confirmed) and ZBA (no date set). Sue spoke with Atty. Ricker today. ZBA plans have been picked up (yesterday). Sue thinks ZBA will be in September. When hearings are set, abutter notices will be sent and a notice will be in the paper. Karen Prince asked for a copy of what we are asking for (variances) from Zoning Board. Sue said Sandy Bourassa has the papers on file

August 2, at 8 p m. for Planning Board meeting. Abutters will get a letter notifying them of the meeting

No dates for other boards

Jonathan Richmond has a contract from Bryer architects. The contract is between Jonathan and the architect. Tony has looked at the contract and made comments to Jonathan. Proposal does not include mark-up for Richmond/French. It should state expected budget amount for furnishings. Jonathan has incorporated Tony's comments Sue read tasks/expectations of Bryer to trustees. Bryer works with a fixed fee with expenses reimbursable as per contract. Jonathan said Jean Kopacz of Bryer has incorporated Tony's comments in the contract Jonathan said Richmond French will charge a 10% coordination fee. Trustees need to approve the amended contract

Motion was made and seconded to approve the Breyer contract with Tony's suggestions included. Voted unanimously to approve.

Jonathan said we need to have a waterflow test for the fire sprinkler system. $450 for the test. Nick has to arrange/coordinate to do it with the water dept. and the engineer. Motion made and seconded to approve the expenditure for the $450 test. Voted unanimously to approve.

Old Business: USDA Loan application – Nick had gone to a workshop on a USDA Loan that is offered to small towns (under 10,000); it is very low rate and can be repaid over many years (20 to 40 years). Discussion deferred until Nick is here, but trustees generally thought it to be a good idea.

Future of Adopt-a-Highway Program – Angelo said he will pick up trash, but not lead it. Sue will mention it to the foundation on the 15th to see if we can get a leader.

New Business: Foundation had sent Mary Beth Litofsky a bouquet of flowers. Sue suggested that the trustees do something for Mary Beth also. Motion made and seconded to send her a gift certificate for $100 to a restaurant local to her new home. Voted unanimously to approve.

Discussion on recruiting someone to fill Mary Beth's position for the next year. Sue will speak to Nick about the best way to do it when he comes back on the 27th and we'll put it on the next meeting's agenda.

Motion made and seconded to adjourn meeting. Voted unanimously to approve. Meeting Adjourned by Sue Theriault at 8 p.m.

Next trustee meeting is August 11, 2004 at 7 p.m.

Respectfully submitted by Marcia A. Priestley, secretary

Director's Report June 14, 2004

Library:

During the past month we updated the personnel evaluations, ~~and~~ assessed them with annual employee & submitted them to the Town Admin. MaryBeth reviewed the director's and Sue T & Nick discussed it on July 2. Pay change forms for each employee, including the 3% raise for FY'05 which is budgeted, were also submitted.

The FY'04 budget was closed out with the bills submitted on June 29. By my records, we spent all but $29 and we exceeded the total budget by $52,600. The plus was 20% spent on books, periodicals, Audio Books, CDs & CD Rom, etc. See the annual list that I sent to the Board of Selectmen. required by the library commissioners, in the library side, all was spent plus an additional $1855 taken from the unexpected state aid account to cover vacation, substitutes, special area, mileage & emergencies expenses.

But I need to ask the Treasurer for an additional $ to reimburse the library petty cash fund for postal charges incurred by staff from March 1 to June 30. We paid for them from petty cash, this fund. Now that FY'04 is over & my books are spent, I must ask the Trustees to authorize this expense from this acct or from state aid, as you prefer. (I cannot ask the Town to pay for '04 exps from '05 budget.)

Co-Applicant

Employment

1. Employer: _____ Amount. $_____

   _____
   Address

   _____
   Supervisor phone #

   _____
   Your Title or job classification

   _____
   How long employed there?

2. Employer: _____ Amount. $_____

   _____
   Address

   _____
   Supervisor phone #

   _____
   Your Title or job classification

   _____
   How long employed there?

Pension:

3. Provider: _____ Amount. $_____
4. Provider: _____ Amount. $_____

Bank Interest:

1. Bank: _____ Amount. $_____
2. Bank: _____ Amount. $_____

Investments:

1. Type: _____ Amount. $_____
2. Type: _____ Amount: $_____

Other:

1. Type: _____ Amount: $_____
2. Type: _____ Amount: $_____

TOTAL ANNUAL INCOME FOR APPLICANT: $_____

Total for Applicant and Co-Applicant: $_____

Note the Summer agenda on the Town Hall program now having in your set of attachments to the mtg agenda

BUILDING:

The contract with the project mgt firm KVA has now been signed by all parties and the original is in the ~~mtg~~ bldg comte file.

On the 7th, Jon French and I met with the new fire chief at the bldg & discussed the ~~Electrical~~ construction plans. We discussed placement of water connection, the annunciator on the east (front) side) the exterior alarm box (to the right of the new main entrance) the annunciator panel (inside the new vestibule), 5 interior pull stations (by new front door, by old main door, at ~~exit~~ back door of mtg rm, at exit in CR, exit at door in new connecting corridor) 5 fire extinguisher cabinets (at stair to mezzanine, in attic near stair, in new mechanical room, in vestibule and at CR desk), there will be ~~exit~~ illuminated exit signs and emergency lights, the elevator will have an interior phone, panic button and smoke detector. The location of the main fire panel and placement of sprinkler heads has not been finalized. Chief Hennessy ~~did not~~ indicated that these plans appear to be very complete. He wanted to be sure that the back driveway on the north side would be adequate for ambulance / rescue access to the meeting room.

→ Also on that same day I met with Tony to go over the preliminary construction budget. He wants to be certain all

INCOME INFORMATION

Please complete for each person, including yourself and any children who will be residing in your unit. List all sources of income, including wages from employment, pensions, social security and other income.

APPLICANT

Employment

1. Employer: INTERNATIONAL SERVICE AFFILIATES Amount. $ 40,000/YEAR

30 NEWELL HILL RD. STERLING, MA 01564

Address

508-735-7273

Supervisor phone #

PRESIDENT

Your Title or job classification

2.5 YEARS

How long employed there?

2. Employer: _____ Amount. $_____

Address

Supervisor phone #

Your Title or job classification

How long employed there?

Pension:

1. Provider: _____ Amount. $_____
2. Provider: _____ Amount. $_____

Bank Interest:

1. Bank: _____ Amount. $_____
2. Bank: _____ Amount. $_____

Investments:

1. Type: _____ Amount. $_____
2. Type: _____ Amount: $_____

Other:

1. Type: _____ Amount: $_____
2. Type: _____ Amount: $_____

TOTAL ANNUAL INCOME FOR APPLICANT: $_____

portable costs have been accounted for. We also wanted all project expenses from 2000 to date so that his records would ~~match mine~~. be comparable to mine. I expect his assessment for the project to be ready near the end of July - he has all he needs to complete this from Carolyn and me.

Allow me to draw your attention to two of the attachments: the FY '05 BOT meeting dates are printed out; this is the last ~~one~~ has been filled with the Town clerk's until the monthly report to the MBLC is attached and supplements the Director's report. This report also is given to Tom Olsen for the Select Men

Thank you - Nick

APPLICATION FOR CHARLESBANK COOPERATIVE HOUSING

HOUSING ELIGIBILITY SECTION

Applicant

Last Name: LEONARD First Name: CRAIG MI: S

Street: 90 NEWELL HILL RD. SS#: 020-68-4279

City/Town: STERLING State: MA Zip Code: 01564

Home Phone: 978-422-9923 Work Phone: 508-735-7373

Date of Birth: 02/13/74

Co-Applicant:

Last Name: _____ First Name: _____ MI: _____

Street: _____ SS#: _____-_____-_____

City/Town: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Date of Birth: _____

How did you hear about the Charlesbank Cooperative? CHARLESBANK RESIDENT

Did someone refer you? ☒ yes ☐ no If so, who referred you? STEVEN HOLMGREEN

Date unit is needed: ASAP

Please List ALL persons (including children) who will be residing in your unit:

Name	Relationship	Date of Birth
CRAIG LEONARD	Yourself	02/13/1974

Have you, your co-applicant, or any proposed resident:

Ever been arrested for or convicted of any offense involving drugs? ☐ Yes ☒ No

Ever been convicted of a felony (except minor auto offenses)? ☐ Yes ☒ No

Within the last seven years, been evicted or asked to leave your apartment. ☐ Yes ☒ No

Do you have any pet(s)? ☐ Yes ☒ No If yes, how many pets do you have? [ ]

Are you a U.S. Citizen? ☒ Yes ☐ No

Are you a student? ☐ Yes ☒ No

How long do you plan to live at the Charlesbank Coop? 5+ YEARS

Do you have a car? ☒ Yes ☐ No If yes, would you be interested in renting space in our parking garage? ☒ Yes ☐ No

Agenda

Trustees of the Boylston Public Library
June 9, 2004, 7:00pm

Call to Order

Approval of minutes of May 12, 2004

Treasurer's Report

Read by Director in absence of Treasurer

Correspondence

None

Director's Report

Library:

- Personnel evaluations
- Have finished last CMRLS certification course
- Gift IBM typewriter acquired for children's room
- Flagpole repaired by Light Dept

Building:

- Hillside repairs complete
- Used book drop to be refurbished
- Construction account bills ledger

Building Committee report

- KVA contract status
- Approval of Bryer Architects for interior design

Old Business

- Request stipend for Director from Foundation

New Business

- Resolution of thanks to Foundation, Dev Cmte, re: Groundbreaking
- Consideration of USDA loan opportunity
- Election of Board Officers

Adjournment

Attachments:

- Librarian's Report
- Monthly narrative to MBLC for May
- Globe: "Neighbor tells library…"
- Centralities

Set future meeting dates

Boylston Public Library Board of Trustees Meeting Minutes
June 9, 2004

The meeting was called to order at 7:03 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Letty Ridinger, and Susan Therriault, Library Director Nick Langhart, and Guests Arthur Moore, Susan Moore, Karen Prince, Richard Prince, and Jean Therriault.

The minutes of the May 12th meeting were approved.

The Library Director read the Treasurer's report due to the Treasurer's absence. Nick reported that there was no activity in the Trustees' checkbook; the total is $6726.09. The deposit into the Friends' checkbook from the Memorial Day book sale was $1064.00. The Friends' funds amount to $4094.54. The Friends' checkbook is currently under the auspices of the Trustees; Treasurer Angelo Scola is the primary signator. It was moved and approved to accept the Treasurer's report.

Correspondence:

There was no correspondence.

Director's Report:

Library:

Personnel evaluations are due June 21st. Nick will handle the Assistant Director, the Children's Librarian, and the Housekeeper. Paula will handle the others. Mary Beth will put together Nick's review. The raises are effective July 1st but the evaluations must have been completed and received by the Town Administrator before the raises are effective.

Nick reported that he has completed his last CMRLS certification course, the fourth course within the required five years. The Trustees congratulated him on this achievement and will inform the Personnel Board that this milestone has been met.

Nick indicated that he had acquired the gift of an IBM typewriter for Children's Room from the Holden Library.

The flagpole repaired by Light Department for Memorial Day. It is being flown at half-staff in memory of President Ronald Reagan. Governor Romney has declared the day of his funeral as a state holiday. It was decided that the library would remain open because it would be closed on Saturday for the Memorial Day holiday.

Nick reported that he had received a check for $400 from the town with no explanation. He will investigate whether or not this check is intended for the Foundation's Development Committee because of the Memorial Day groundbreaking event.

Building:

HEALTHY KIDS

PARENTS

WIC

WORKS WONDERS

- ARE YOU PREGNANT?
- NURSING A BABY?
- HAVE KIDS UNDER 5?

Men have children too!
Custodial and foster parents may apply for their children.

Let WIC work wonders for your family

Effective April 22, 1999

WIC Total Income Guidelines

Household Size	Yearly	Monthly	Weekly
1 person	$15,448	$1,288	$298
2	20,813	1,735	401
3	26,178	2,182	504
4	31,543	2,629	607
5	36,908	3,076	710
6	42,273	3,523	813
7	47,638	3,970	917
8	53,003	4,417	1,020

Even if you are working you may be eligible for FREE healthy foods & nutrition information

call

(508) 860-7744
Worcester WIC Program FHC
26 Queen St., Worcester

(508) 865-5259
20 Main Street, Millbury (Wednesdays)

(508) 853-2904
GBV WIC Program
19 Tacoma St., Worcester

(508) 799-9392
Plumley Village WIC Program
16 Laurel St. Lower Level, Worcester

or

1-800-942-1007

Massachusetts Department of Public Health-Women, Infants and Children Nutrition Program

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, age, and disability. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint, write the Administrator, Food and Nutrition Service, USDA, 3101 Park Center Drive, Alexandria, Virginia 22302. USDA is an equal employment opportunity employer.

Nick reported that the Hillside repairs have been completed. The total was $4286.00.

Nick indicated that the estimated cost from BC Handyman to refurbish the acquired used book drop is $271.00.

Nick outlined the construction account bills that had been paid from the library's Building Fund: $1650 to Soils Exploration, $30,016 to RFD (April), $3965.80 to Epsilon, and $30,201.98 to RFD (May). The budget as of 1/18/04 was $493,842; the remaining budget as of 6/1/04 is $331,568.

Building Committee Report:

With regard to the status of the contract with KV Associates, Nick indicated that both Town Counsel Greg Angelini and Project Manager Tony DiLuzio have reviewed the terms and conditions, Mary Beth has signed it, Town Counsel has signed it, and we are waiting for the final signatures from KVA before giving it to the Town Accountant. Once the contract is signed, KVA will be in a position to do the cost estimate.

Mary Beth updated everyone one the process for selecting the interior design firm. Four candidates were interviewed and the Building Committee recommended Bryer Architects. Marcia Priestley moved and Letty Ridinger seconded the motion to approve Bryer Architects as the interior design firm for the renovation/addition. This contract goes through the architects and their time will be billed hourly.

Old Business:

Mary Beth indicated that the Foundation has requested a formal letter from the Trustees requesting a stipend for the Library Director from Foundation. The Trustees had already approved this request and the Foundation's Board of Directors has also approved this stipend. Mary Beth will send a formal request to the President of the Foundation.

New Business:

Mary Beth recommended that the Trustees approve a resolution of thanks to Foundation and its Development Committee for the cost effective and professional Memorial Day Groundbreaking ceremony. She also recommended that individual letters be sent to key individuals for their efforts. Letty moved and Cathy seconded that the Trustees send formal thank you letters to the Foundation and its Development Committee chairperson for their efforts on the Memorial Day Groundbreaking Ceremony. They also moved and seconded that a formal thank you letter be sent to Sarah Scheinfein, a library patron who led and coordinated the library's book sale.

There was some discussion about the potential of applying for a USDA loan for the renovation/addition. This loan is intended for public buildings in small towns with a population of less than 10,000 people and can be paid back over 40 years. A formal application would require a special vote of the town. More research will be done to determine the potential of this loan opportunity.

Family Health Center of

HEALTHY KIDS

WIC WORKS WONDERS

- ARE YOU PREGNANT?
- NURSING A BABY?
- HAVE KIDS UNDER 5?

Men have children too!
Custodial and foster parents may apply for their children.

Let WIC work wonders for your family

Effective April 22, 1999

WIC Total Income Guidelines

Household Size	Yearly	Monthly	Weekly
1 person	$15,448	$1,288	$298
2	20,813	1,735	401
3	26,178	2,182	504
4	31,543	2,629	607
5	36,908	3,076	710
6	42,273	3,523	813
7	47,638	3,970	917
8	53,003	4,417	1,020

Even if you are working you may be eligible for FREE healthy foods & nutrition information

call

(508) 860-7744
Worcester WIC Program FHC
26 Queen St., Worcester

(508) 865-5259
20 Main Street, Millbury (Wednesdays)

(508) 853-2904
GBV WIC Program
19 Jacoma St., Worcester

(508) 799-9392
Plumley Village WIC Program
16 Laurel St. Lower Level, Worcester

or

1-800-942-1007

Massachusetts Department of Public Health-Women, Infants and Children Nutrition Program

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, age, and disability. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint, write the Administrator, Food and Nutrition Service, USDA, 3101 Park Center Drive, Alexandria, Virginia 22302. USDA is an equal employment opportunity employer.

The potential for applying for and/or receiving a grant from the National Preservation Trust was also discussed. Mary Beth indicated that the Foundation's Development Committee is following-up on these leads and on the potential for re-applying for the Kresge challenge grant.

The election of Board Officers for 2004 – 2005 was held: Sue Therriault was elected Chairperson, Cathy Richard was elected Vice-Chair, Angelo Scola was elected Treasurer, and Marcia Priestley was elected Secretary. The Trustees also voted the calendar of its regular meetings to be held July 2004 – June 2005 to be the second Wednesday of each month at 7:00 p.m. at the library.

Executive Session:
A motion was made at 7:58 p.m. by Mary Beth Litofsky, seconded by Sue Therriault, and unanimously approved by all members, to adjourn to Executive Session in order to discuss legal issues related to the building project.

> **Present:** Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Letty Ridinger, Susan Therriault
> **Subject: Legal aspects of applying to town board and commissions**
> **Action:** No action was taken
> **Adjourned:** Motion was made by Sue Therriault, seconded by Cathy Richard, and unanimously approved to adjourn the Executive Session at 8:40 p.m.

Following the Executive Session, Mary Beth Litofsky submitted her resignation from the Board of Trustees effective June 9th, 2004.

The meeting was adjourned at 8:45 p.m.

The next regular meeting will be held on Wednesday, July 14th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

Family Health Center

HEALTHY KIDS STRONG PARENTS WIC WORKS WONDERS

- ARE YOU PREGNANT?
- NURSING A BABY?
- HAVE KIDS UNDER 5?

Men have children too!
Custodial and foster parents may apply for their children.

Let WIC work wonders for your family

Effective April 22, 1999

WIC Total Income Guidelines

Household Size	Yearly	Monthly	Weekly
1 person	$15,448	$1,288	$298
2	20,813	1,735	401
3	26,178	2,182	504
4	31,543	2,629	607
5	36,908	3,076	710
6	42,273	3,523	813
7	47,638	3,970	917
8	53,003	4,417	1,020

Even if you are working you may be eligible for FREE healthy foods & nutrition information

call

(508) 860-7744
Worcester WIC Program FHC
26 Queen St., Worcester

(508) 865-5259
20 Main Street, Millbury (Wednesdays)

(508) 853-2904
GBV WIC Program
19 Tacoma St., Worcester

(508) 799-9392
Plumley Village WIC Program
16 Laurel St. Lower Level, Worcester

or

1-800-942-1007

Massachusetts Department of Public Health - Women, Infants and Children Nutrition Program

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, age, and disability. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint, write the Administrator, Food and Nutrition Service, USDA, 3101 Park Center Drive, Alexandria, Virginia 22302. USDA is an equal employment opportunity employer.

#149

BEC meeting Notes 6/9/04

Rec Singles . read Treas rpt (6/4)

IK Tally Pugh on $4500 or so bottom

7:20 MCC for Bigger Audits

→ NTHP for loans? or MHC

museum at Fidel's Fun Com

7:50 Bill offers

→ fut use mtgs, 12 mos July to June 2005 1st - 1st T

→ $5 for Treas or CS

ST for Chair

Vice: CR

Sec: MT

7:56 EXEC SESSION

MEL: Talk w/ Ricker, but Sir doesn't know what not will, read or re-write?

Lots new $ to Sir, who new BC pkg? if in, 30%. Tom Dillon to decide to meet w/ Ricker

July - pig - Filsinger: 65 days to decide after app

$5' post.

We're waiting for Engle, waiting for engineers

WASTE MANAGEMENT

INVOICE

Waste Management of Massachusetts, Inc
1 Technology Drive
Westboro MA 01581

(508) 836-5600
(800) 545-4560
(508) 836-5660 (FAX)

Customer: BOYLSTON HIGHWAY DEPARTMENT
Account Number: 599-0126564-0447-7
Invoice Date: 06/01/2004
Invoice Number: 1951592-0447-6
Terms: Due Upon Receipt

Current Invoice Amount	Total Amount Due
89.93	89.93

Account Summary

Description	Amount
Previous Balance	89.50
Total Credits and Adjustments	0.00
Total Payments Received	89.50-
Total Current Charges	89.93
Total Amount Due	**89.93**
Total Amount Past Due	0.00

Please pay total amount due. Thank you for your business.

Service Period: JUNE 2004 SERVICE

Description	Amount
Commercial	89.93
Total Current Charges	**89.93**

Library Expenses
01-610-5780
June 1, 2004

Want to pay this bill on-line? Go to www.wm.com to learn more about WM ezPay and make a convenient, secure payment.

Current Due	Over 30	Over 60	Over 90	Over 120	Total Due
89.93	0.00	0.00	0.00	0.00	89.93

Proud Sponsor

WASTE MANAGEMENT
Waste Management of Massachusetts, Inc
1 Technology Drive
Westboro MA 01581

(508) 836-5600
(800) 545-4560
(508) 836-5660 (FAX)

The NEW invoice format is here. Easier to read and easier to pay. See inside for details.

Payment Coupon

Please detach and enclose this portion with your payment - do not send cash

Your Account Number	
599-0126564-0447-7	
Invoice Date	**Your Invoice Number**
06/01/2004	1951592-0447-6
Terms	**Total Due** / **Amount Paid**
Upon Receipt	89.93 / $89.93

Waste Management introduces WM ezPay! Pay your WM bill on-line at www.wm.com

Paying by credit card? Please fill out the reverse side of the Payment Coupon

0447599012656401951592000000089930000000 8993 7

BOYLSTON HIGHWAY DEPARTMENT
PO BOX 706
BOYLSTON MA 01505-0706

Please make Check Payable To:
Waste Management of Massachusetts, Inc.
PO BOX 830003
BALTIMORE MD 21283-0003

FOR CHANGE OF ADDRESS OR ANY SERVICE ISSUES CONTACT NUMBER ABOVE

Nick,

Since I will be on vacation and will miss the next trustee's meeting, please submit this as my treasurer's report.

There has been no activity in the trustee's checkbook during the last month which leaves a balance of $6,726.09.

I have deposited the monies received from the Memorial Day book sale in the amount of $1,464.($166 in checks and $1,298 in cash). There was an initial outlay of $400.00 as seed money, so the actual profit is $1,064.00. The current balance in the Friends checkbook is $4,094.54.

Angelo 6/4/04

FRIENDS OF BOYLSTON PUBLIC LIBRARY

Bay State Savings Bank May 19,2004

The following funds are required for the BOYLSTON Public Library Memorial Day events as requested by Letty Ridinger:

amount:	denomination:	total:
$100.00	$10.00	$100.00
$100.00	$5.00	$100.00
$170.00	$1.00	$170.00
$30.00	$.25	$30.00
--------	------	---------
$400.00		$400.00

Authorized by Angelo Scola
Treasurer, Friends of the Boylston Public Library

June 9, 2004

James Stanton, Chair
Board of Selectmen
Boylston, Massachusetts

Dear Jim,

I am resigning from the Boylston Library Board of Trustees, effective June 9, 2004. It is with much ambivalence that I am submitting this resignation. My husband's new position at the University of Missouri is a wonderful opportunity for him and he is approaching it with much enthusiasm. My children and I are happy for him and are looking forward to exploring a new part of the country. With that said I must admit that I will miss all the nuances that define the town of Boylston. The years that I have volunteered on the both the Conservation Commission and the Board of Trustees have provided me with a wealth of experiences that are irreplaceable—I have learned much from the many individuals in this town who have always been willing to share their expertise and give a hand when needed. Truly, the best part has been the people I have had the privilege with which to work—my life is much richer for having known them. I will miss Boylston but am thankful for the many wonderful memories I will always have of this delightful community.

A heartfelt "thank you" to the town of Boylston and its citizens for providing me with these wonderful and memorable opportunities!

Sincerely,

Mary Beth Litofsky

P.S. I look forward to seeing you all when I return for the library's grand re-opening!

cc: Library Board of Trustees
Library Foundation
Library Director
Town Clerk

Agenda

Trustees of the Boylston Public Library
May 12, 2004, 7:00pm

Call to Order
Approval of minutes of April 14 & 21, 2004
Treasurer's Report
No activity this month
Correspondence
None
Director's Report
Library:
Paul O'Connor has upgraded the Gates computer
Used book drop acquired from Bolton Library
Have begun last CMRLS certification course
Library papers removed from vault
Building:
Epsilon bill for approval
Visit of Bryer Architects re: interior design
Consultation with Bernard Roofing Co.
Construction account bills ledger: none since April 14
Building Committee report
Recommendation to approve KVA as project manager
Letter from Richard Prince of May 7, 2004
Report of meeting with Planning Board
Moving sub-committee report: repairs progressing

Old Business
Progress on web site
Stipend for Director
New Business
Identification of construction costs for fund raising
Adjournment

Attachments:
Librarian's Report
Monthly narrative to MBLC for April

Next meeting: Wednesday, June 9, 2004, 7:00 pm

Agenda

Library Board of Trustees, Board of Library Foundation

May 12, 2004

Call to Order

Approval of Minutes

Trustees Report

Foundation Report
Status of groundbreaking event

Old Business

New Business

Adjournment

JUN 4 REC'D

Boylston Public Library Board of Trustees Meeting Minutes
May 12, 2004

The meeting was called to order at 7:05 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Letty Ridinger, and Susan Therriault, Library Director Nick Langhart, and Guests Maureen Linell, Arthur Moore, Jessica Moore, Susan Moore, Karen Prince, and Richard Prince.

The minutes of the April 14th meeting were approved with the addition of Cathy Richard as present. The minutes of the April 21st meeting were approved with the addition of Cathy Richard as present and with the following changes: Under Acoustical Engineering Report from Epsilon, add the two sentences: "Mrs. Moore stated that she had received less than 48 hours notice though the meeting was posted 48 hours in advance." "Mrs. Moore stated that she should have been notified when the Town Clerk was notified because it was a holiday weekend."

The Treasurer's report was passed over because the Treasurer is ill. Nick reported that Margaret Sieber, recent past Treasurer of the Friends, has turned the Friends' funds over to Angelo Scola, present Treasurer of the Trustees where they will remain in stewardship until the Friends re-establish themselves.

Correspondence:

There was no correspondence.

Director's Report:

Library:

Nick reported that Paul O'Connor, a library volunteer, has upgraded the Gates computer.

Nick also reported that he and Angelo Scola had acquired a used book drop from the Bolton Library. This book drop will be used for cd's and videos at the temporary site at Hillside.

Nick has begun his last CMRLS certification course; it is a course in Library Administration. His deadline is September 2004.

Nick has removed library papers from the vault in the basement. The Town Clerk will begin to move out the town's papers.

Building:

Nick presented the Epsilon bill for Trustee approval. Phases 1, 2, and 3 out of 5 have been completed. It was moved by Letty and seconded by Marcia to pay Epsilon the sum of $3965.80 from the Building Fund. As temporary procurement officer, Nick will handle the next steps.

Nick reported that Bryer Architects, a candidate for interior designer on the building project, had visited the Boylston Library and will be making a presentation at the Building Committee meeting on May 14th.

Nick has consulted with Bernard Roofing Company on the state of our slate roof. The greatest concern is the glass in the skylight. He has provided his notes to Architect Jonathan Richmond.

Nick presented the current construction accounts ledger; there have been no bills since April 14th.

Building Committee Report:

Mary Beth reported that the Building Committee recommends approval of KV Associates as our project manager on this project. She has been in contact with both the Attorney General's and Inspector General's offices on procedural issues. Before recommending KVA, Building Committee members had called the references of the other potential candidates but agreed that KVA is the primary choice. The contract with KVA contains a not-to-exceed clause of $158,068.00. The contract has been sent to Town Counsel Greg Angelini for review. It was moved by Marcia and seconded by Letty to accept the contract as agreed to by the Town Counsel and the Board of Selectmen.

Mr. Prince presented his letter dated May 7th, 2004, regarding parking, which had also been presented at the last Building Committee meeting. A copy will be included with the minutes of this meeting.

Mary Beth reported on the recent informal meeting with Planning Board. She had walked through the parking proposals that had been made and presented the most recent recommendation of the Trustees and Building Committee. The Planning Board did not provide any additional suggestions or advice. After much discussion of the current recommendation, the proposal by the Princes, and the position of the Moores relative to parking on both the north and south sides of the current building, Sue T moved and Marcia seconded that the Trustees re-approve the recommendation presented by the Building Committee that parking on the site include 24 spaces on the south side and 3 staff spaces on the north side. It was approved with four approvals and one abstention.

Nick reported on the progress of the Moving Sub-committee and the repairs at Hillside. The electrician, the plumber, and the carpenter have nearly completed their work. Friendly House has picked up the freezers. The space will be ready well in advance of our moving in.

Joint Meeting of the Board of Trustees and Library Foundation

The meeting of the Board of Trustees was suspended at 7:35 p.m. and the joint meeting of the Board of Trustees and Library Foundation was called to order at 7:35 p.m.

The minutes of the joint meeting of February 11th were approved.

Mary Beth reviewed the status of the building project including the filings with town boards and commissions, the appointment of a project manager, the selection process of an interior design firm. She thanked the Foundation for its approval of a stipend for the library director to supplement his salary during this exceptional year due to preconstruction activities. It was moved by Letty and seconded by Marcia to formally accept this stipend.

Maureen Linell, President of the Library Foundation, reviewed the activities for the Memorial Day groundbreaking ceremony. A town-wide mailing has been sent out, publicity put together, tent and chairs secured, and final arrangements were being completed. She also briefly discussed additional fundraising that will probably be required to meet the full cost of the project. The new project manager will be reviewing cost estimates and a small group of Building Committee members have reviewed potential items for separate fundraising.

The next joint meeting will be held in August during the regular meeting of the Board of Trustees.

The joint meeting was adjourned at 7:55 p.m. and the regular meeting of the Board of Trustees reconvened at 7:55 p.m.

Old Business:

Nick and Sue T reported on the progress on website. Nick is reviewing and putting together content. A webmaster who will maintain the town's website has been found.

Mary Beth reported that the requested stipend for Library Director has been approved by the Library Foundation.

New Business:

It was agreed that the identification of construction costs for fund raising be deferred until the next meeting pending a review by the new project manager.

The meeting was adjourned at 8:38 p.m.

The next regular meeting will be held on Wednesday, June 9th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

Boylston Public Library Board of Trustees Meeting Minutes
May 12, 2004

The meeting was called to order at 7:05 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Letty Ridinger, and Susan Therriault, Library Director Nick Langhart, and Guests Maureen Linell, Arthur Moore, Jessica Moore, Susan Moore, Karen Prince, and Richard Prince.

The minutes of the April 14th meeting were approved with the addition of Cathy Richard as present. The minutes of the April 21st meeting were approved with the addition of Cathy Richard as present and with the following changes: Under Acoustical Engineering Report from Epsilon, add the two sentences: "Mrs. Moore stated that she had received less than 48 hours notice though the meeting was posted 48 hours in advance." "Mrs. Moore stated that she should have been notified when the Town Clerk was notified because it was a holiday weekend."

The Treasurer's report was passed over because the Treasurer is ill. Nick reported that Margaret Sieber, recent past Treasurer of the Friends, has turned the Friends' funds over to Angelo Scola, present Treasurer of the Trustees where they will remain in stewardship until the Friends re-establish themselves.

Correspondence:

There was no correspondence.

Director's Report:

Library:

Nick reported that Paul O'Connor, a library volunteer, has upgraded the Gates computer.

Nick also reported that he and Angelo Scola had acquired a used book drop from the Bolton Library. This book drop will be used for cd's and videos at the temporary site at Hillside.

Nick has begun his last CMRLS certification course; it is a course in Library Administration. His deadline is September 2004.

Nick has removed library papers from the vault in the basement. The Town Clerk will begin to move out the town's papers.

Building:

Nick presented the Epsilon bill for Trustee approval. Phases 1, 2, and 3 out of 5 have been completed. It was moved by Letty and seconded by Marcia to pay Epsilon the

sum of $3965.80 from the Building Fund. As temporary procurement officer, Nick will handle the next steps.

Nick reported that Bryer Architects, a candidate for interior designer on the building project, had visited the Boylston Library and will be making a presentation at the Building Committee meeting on May 14th.

Nick has consulted with Bernard Roofing Company on the state of our slate roof. The greatest concern is the glass in the skylight. He has provided his notes to Architect Jonathan Richmond.

Nick presented the current construction accounts ledger; there have been no bills since April 14th.

Building Committee Report:

Mary Beth reported that the Building Committee recommends approval of KV Associates as our project manager on this project. She has been in contact with both the Attorney General's and Inspector General's offices on procedural issues. Before recommending KVA, Building Committee members had called the references of the other potential candidates but agreed that KVA is the primary choice. The contract with KVA contains a not-to-exceed clause of $158,068.00. The contract has been sent to Town Counsel Greg Angelini for review. It was moved by Marcia and seconded by Letty to accept the contract as agreed to by the Town Counsel and the Board of Selectmen.

Mr. Prince presented his letter dated May 7th, 2004, regarding parking, which had also been presented at the last Building Committee meeting. A copy will be included with the minutes of this meeting.

Mary Beth reported on the recent informal meeting with Planning Board. She had walked through the parking proposals that had been made and presented the most recent recommendation of the Trustees and Building Committee. The Planning Board did not provide any additional suggestions or advice. After much discussion of the current recommendation, the proposal by the Princes, and the position of the Moores relative to parking on both the north and south sides of the current building, Sue T moved and Marcia seconded that the Trustees re-approve the recommendation presented by the Building Committee that parking on the site include 24 spaces on the south side and 3 staff spaces on the north side. It was approved with four approvals and one abstention.

Nick reported on the progress of the Moving Sub-committee and the repairs at Hillside. The electrician, the plumber, and the carpenter have nearly completed their work. Friendly House has picked up the freezers. The space will be ready well in advance of our moving in.

Joint Meeting of the Board of Trustees and Library Foundation

The meeting of the Board of Trustees was suspended at 7:35 p.m. and the joint meeting of the Board of Trustees and Library Foundation was called to order at 7:35 p.m.

The minutes of the joint meeting of February 11th were approved.

Mary Beth reviewed the status of the building project including the filings with town boards and commissions, the appointment of a project manager, the selection process of an interior design firm. She thanked the Foundation for its approval of a stipend for the library director to supplement his salary during this exceptional year due to preconstruction activities. It was moved by Letty and seconded by Marcia to formally accept this stipend.

Maureen Linell, President of the Library Foundation, reviewed the activities for the Memorial Day groundbreaking ceremony. A town-wide mailing has been sent out, publicity put together, tent and chairs secured, and final arrangements were being completed. She also briefly discussed additional fundraising that will probably be required to meet the full cost of the project. The new project manager will be reviewing cost estimates and a small group of Building Committee members have reviewed potential items for separate fundraising.

The next joint meeting will be held in August during the regular meeting of the Board of Trustees.

The joint meeting was adjourned at 7:55 p.m. and the regular meeting of the Board of Trustees reconvened at 7:55 p.m.

Old Business:

Nick and Sue T reported on the progress on website. Nick is reviewing and putting together content. A webmaster who will maintain the town's website has been found.

Mary Beth reported that the requested stipend for Library Director has been approved by the Library Foundation.

New Business:

It was agreed that the identification of construction costs for fund raising be deferred until the next meeting pending a review by the new project manager.

The meeting was adjourned at 8:38 p.m.

The next regular meeting will be held on Wednesday, June 9th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

May 7, 2004

Boylston Public Library Building Committee
Boylston Public Library
695 Main Street
Boylston, MA 01505

Dear Committee Members:

As requested by the Chairperson of the Library Building Committee following is the statement made by Richard H. Prince during the May 7, 2004 meeting.

Due to recent events we have also found it necessary to seek counsel regarding our interests in the library expansion project and have retained the Worcester firm of Bowditch & Dewey to represent us.

Upon their advice we are rescinding our parking proposal for the library. We feel that placing a parking lot in the center of Town is in complete disregard for the intent of the Boylston Historic District which is to preserve open spaces, commons, stone walls, pleasant approaches to the District by highway, the history of the District and its importance to the Town, the architectural significance of the district and the general appearance of the landscape.

We, therefore, request that no parking areas be placed in front of or adjacent to our property and that the present common ground remain intact.

With this in mind we have no proposal to put forth to the Planning Board on Monday night.

Respectfully submitted,

Richard H Prince

Richard H. Prince

BOT

meeting Notes 5/12/04

Epsilon purpose ✓

G's receive, fax ✓

- motion
- authors list
- letter
- rec'd for contract for board

Epsilon bill for $3,965.80 from State

Epsilon bill ~~for~~ ~~EE~~ Epsilon bill for $3,965.80 from State

Const funds.

Review of KVA contract

~~Fax~~ Fax final KVA to GA

~~I'll fix it~~

Sept to BET + Fac

minutes of 2/11/04 Joint mtg MSP

MBL: filing for the BL appeal. Plg. ZBA. ConCom, HDC
BUSY 65 days OK OK.

on 4/28 hiring on 2nd page

report on AL's MBL comments

NL stipend, not from Bldg const fund but from Fac. MSP -

MLuvel: Gnd bkg orientation sent first class

the new sign - to be covered, not approved. Gnd bkg activities in place

for fund raising: the Fac to see how much more can be cashed, after

Tony's analysis. LR - why are we ½ mill over? Donations, Contingencies
1) Parade donations. 2) Grants. ML has talked to U.S. + other libs.

Next joint mtg is August

Adjourn joint mtg (ML leaves)

HDC: Peter Rogers, Susie Simons, Betty Rogers, JK + CR.

MBL reports on informal mtg 5/10 w/ Plg Bd. No rec's (Joe M. Gradilone, head
cause of potential litigation. 24/s was the last BET vote. much?

MBL reiteration of plg history. Debate by abutters over the mobile plan

- re JR:
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

MBL
ML
ST
LR
CR
NL
M. Luvel
2 Trustees
3 Members

Know all Men by these Presents, that the First Parish in Boylston in the County of Worcester and Commonwealth of Massachusetts a religious corporation duly existing under the laws of said Commonwealth, by Calvin H. Andrews. George W. Shattuck. and Edward J. Walker its Parish Committee hereto duly authorized by a vote of said Parish at a legal parish meeting held on the fourth day of January A.D. 1904 in consideration of Four Hundred Dollars ($400.00) paid by the Town of Boylston a municipal corporation duly incorporated and existing under the laws of the Commonwealth of Massachusetts and within said County and Commonwealth, the receipt where of is hereby acknowledged do hereby remise release and forever quitclaim unto the said Town of Boylston, all the right, title, claim and demand which the said First Parish in Boylston has or may have in and to a certain lot or parcel of land situated in the Central part of Boylston aforesaid and bounded and described as follows to wit,

(22 + 2 helped)

S.T. makes for 24 (3 oz) soup mugs. Will accounts [illegible] (8/4/03

"Conceptual Plan" (in art). 4 yrs, 1 abstraction (12)

Disc of Music Center + Edison bill to pay

web pages:
need forms
need FAQs start
need expansion pages

Adjourn @ 31

LATOUR::FRIES

JOB 150

DECPS_V10_SITES

Owner UIC: **[VPA,FRIES]**
Account: **341**

Priority:	100
Submit queue:	HPSQ23
Submitted:	16-APR-1991 16:07
Printer queue:	HPSQ23
Printer node:	HPSQ23
Started:	16-APR-1991 16:07

Agenda

Trustees of the Boylston Public Library
Special Meeting
April 21, 2004
5:15 pm

Call to Order

Correspondence

Proposed contract from KVA for project management services

Old Business

Consideration of KVA proposal and contract
Evaluation of acoustical engineering report from Epsilon

New Business

Disposition of trees on site

Adjournment

Next meeting: Wednesday, May 12, 2004, 7:00pm with Foundation.

Boylston Public Library Board of Trustees Meeting Minutes
April 21, 2004

The meeting was called to order at 5:17 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Letty Ridinger, Angelo Scola, and Susan Therriault, Library Director Nick Langhart, and Guests Lynn Butler, Paul Dexter, Judy Friebert, Dr. Arthur Moore, Susan Moore, Karen Prince, Richard Prince, Jonathan Richmond, and Margaret Sieber.

Correspondence:

Mary Beth had received the proposed contract from KV Assocates for project management services.

Old Business:

KVA proposal and contract:

Mary Beth had spoken with Tony DiLuzio and requested that a not-to-exceed clause of $30,130 be included in the pre-construction phase. Any fees above $30,130 would require the approval of the Board of Trustees. The total contract would also include a not-to-exceed clause that the entire contract would not exceed $158,064. The lowered cost is a result of KVA not attending as many meetings as indicated in the estimate received. Mary Beth had also spoken with Town Administrator Sue Olsen about whether or not the Trustees can contact the next candidate before closing negotiations with KVA and about whether or not the Trustees could go back to KVA if not satisfied with the second candidate. She is awaiting a response from Sue.

Before making any decision, the following follow-up items will be done: Mary Beth will forward the contract from KVA to Town Counsel for his review. Mary Beth will follow-up with Town Administrator Sue Olsen on the questions surrounding the designer selection process that the Trustees had chosen. Mary Beth will clarify the questions about whether the contract is based on time and materials or on the job itself. Lynn Butler will follow-up on the references from Netco, the second candidate on the list. Angelo Scola will follow-up on the references from Reinhardt, the third candidate on the list. It was decided to defer any decision until these items had been completed and to call a special Trustees meeting to make the decision if all the information has been received before the next regular Trustees meeting.

Acoustical Engineering Report from Epsilon:

Sue Moore questioned the report from Epsilon because of the timing of the measurements. She stated that the tests should have been done between noon and 2:00 p.m. Mary Beth stated that Epsilon had taken the measurements during the operating hours of the library, at both the quietest and the loudest parts of the day to capture the two extremes. The report from Epsilon indicated that either site - on Main Street next to the parking lot or on the roof - is acceptable with appropriate sound baffling measures. Mrs. Moore presented a letter from Brackett and Lucas, attorneys for the

When and Where is the Seminar, and What is the Agenda?

Date and Location:

Thursday May 20, 2004
8:30 am - 5:00 pm

Four Points by Sheraton Boston Logan Airport
407 Squire Road, Revere, MA

Agenda: Master of Negotiation Seminar

8:30 a.m. to 9:00 a.m.
Registration

9:00 a.m. to 10:40 a.m.
Content:
Goals and Objectives
Negotiation Exercise - Power
Round Five versus Round Ten
Negotiation
The Key to Trust

10:40 a.m. to 10:50 a.m.
Break

10:50 a.m. to 12:00 p.m
Content:
The Six Steps of Negotiation
The Risk Zone
Power and Leverage
Conflict Management Techniques
The Seven Steps to Prepare

12:00 p.m. to 1:00 p.m.
Buffet Lunch

1:00 p.m. to 2:30 p.m.
Content:
20 Power Negotiating Tactics
Business Negotiating Exercise A
Negotiating Metaphors that Work
How to Create Need
15 More Power Negotiating Tactics

2:30 p.m. to 2:45 p.m.
Break

2:45 p.m. to 4:40 p.m.
Content:
Business Negotiating Exercise B
25 More Power Negotiating Tactics
Business Negotiating Exercise C
Conflict Learning Curve
Retention

4:40 p.m. to 4:50 p.m
Graduation
Certificates & Closure

"[illegible] thoroughly enjoyed the course content. Great, I highly recommend it."
-B. Hillyer
Purolator Courier

"Energizing and fascinating with the power and to influence your business career and personal life."
-M. Mazur-Melnyk
Glaxo Wellcome Inc.

"Excellent seminar. More in depth and conceptual than I expected - was pleasantly surprised. Very worthwhile."
S. Mather
The Orthotic Group

Why Should You Attend? (Here are just a few good reasons)

- ⇒ If you want higher profit margins in the agreements you negotiate
- ⇒ **If you want to learn the two critical mistakes 95% of people make in negotiating and how to avoid them**
- ⇒ If you wish to enhance your ability to negotiate agreements with your staff
- ⇒ **If you want to understand how to best negotiate with unions.**
- ⇒ If your comfort level with the stress of negotiating needs to be strengthened.
- ⇒ **If you want to learn how to prepare for a negotiation the right way, step by step.**
- ⇒ If you want to improve your terms and lower your costs with your suppliers.
- ⇒ **If you wish to learn how to identify the negotiation tactics used and how to counteract them strategically**

Moores, which presented objections to placing the chiller on the roof. Mr. Scola objected to receiving this letter at the meeting. Mary Beth stated that the Trustees are committed to mitigating the noise from the chiller, that Epsilon is a certified engineering firm that has been approved by the Board of Health and the Moores, and that the Trustees had approved the roof as a secondary location for the chiller because of a potential problem with the Historic District Commission (HDC) and other boards/commissions in town. A formal site plan has not been presented yet to these boards and commissions but the free standing structure that would be required for the Main Street location will require an additional variance from the Planning Board and the Zoning Board of Appeals. Other considerations are the cost of the baffling, the cost of masonry to enclose the chiller if it is positioned on Main Street, and maintenance costs. Mary Beth noted that the noise from the new chiller may be less than the noise that we have today from the five window air conditioners.

After much discussion, Ms. Richards moved that the chiller be located on the roof with appropriate mitigation to bring it into compliance. Mr. Scola seconded the motion. It was moved and approved by five Trustees with one abstention.

New Business:

Disposition of Trees on site:

At a recent meeting of the subcommittee that is arranging the Memorial Day groundbreaking ceremony, there was a request to cut down one of the trees located next to the existing parking area so that the groundbreaking area could be tilled. Mary Beth noted that Bigelow Nurseries had checked out the trees themselves and indicated that they are all very low to the ground and would probably split if they were moved. They probably would not be able to be saved. It was recommended that the groundbreaking area be located between the existing building and the parking lot.

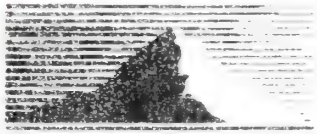
Informal Meeting with the Planning Board:

There will be an informal meeting with the Town Planning Board on Monday, May 10th at 9:40 p.m. at Hillside to discuss parking alternatives on the library's site. The Trustees will not be requesting an approval but rather the input of the Planning Board to assist in resolving the parking issues. Richard Baker, Chair of the Planning Board, had indicated that he would contact the Regional Planning Board for an expert to attend this meeting.

The meeting was adjourned at 6:17 p.m.

The next regular meeting will be held on Wednesday, May 12th, at 7:00 p.m. with a joint meeting with the Foundation beginning at 7:30 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary



The Corporate Performance Institute

Master of Negotiation Seminar

"Before my course I worried about how I could be sure I was getting the best deal. Now I know exactly what to look for and how to get it. I've saved my company thousands and now feel more comfortable with the whole negotiation process."
-D. MacKay
General Electric

This one-day seminar explores the art and science of negotiation. It uses real world examples and is designed to give you a significant value. You learn techniques to negotiate with the people around you in a more powerful and productive way.

What if you were able to negotiate a 10% cost decrease from your major suppliers?

What if you negotiated a 15% price increase with your largest customer?

"Of the dozens of courses I've attended over my career this was one of the best. Ever."
-G. Weeks
Win Chemicals

The Master of Negotiation Seminar contains leading edge knowledge – the best in the world. It will give you and your company a strong competitive advantage in getting the agreements you want and it comes with a money back guarantee. You'll learn powerful negotiating tactics and a case worthy seminar.

How will you and your company benefit from this seminar?

The objective of the seminar is to help you and your management team or sales team become more able tools and techniques to get what you want in a negotiation.

You will improve your negotiating approach and your overall profits.

You will learn the best methods on

- How to really know when you've got the best price.
- The best time of day to negotiate.
- Three specific ways to get concessions.
- How to break stand-offs and deadlocks.
- The six key steps to all negotiating.
- The steal positioning that gives you the advantage.
- How to negotiate on the telephone versus in person.
- The words you should never use but almost everyone does.
- How to know if they're holding back.
- What to do to make sure they comply with the agreement.
- Plus, over 60 power negotiating tactics.

Plus great thought provoking exercises.

Please fill out the attached Seminar Registration Form and FAX to 1-888-238-8894 TODAY

Check us out at www.corporate-performance-institute.org

Sp Mtg BOT 4/21/04 5:15 -

LR
J. Fenhan
MP
SM
AM
?
JR
CR
K+R Pm'c
MBL
AS LB
N MS
ST

Dist of S.M. letter of 4/21 from Brockett + Lucas

C+O 5:17

review of KVA proposed contract of 4/20:
hourly hours of calc, ~~bill~~ billed monthly. disc of designer rel low
disc of pre-const respos of KVA. "Time + Materials" to cover of KVA. To forward to Angelini

→ Demsfalle TH: what was NETCO's hourly rate?

Epsilon review. Disc of roof or pkg lot Reading of legal letter.
Disc. "on roof w mitigation" by CR. Second by AS. Vote: 5 yes, 1 abstain. 6:10

Trees on site mem - Grndbkg dog needs to cut a flowering apple(?) will be voted next mtg.

Amoc of 5/10, 9:40 pm (to disc pkg at Hillside) meeting w/ Plg Bd
Richard Baker, Chair

Adj 6:19

Beaman Memorial Public Library
8 Newton Street
West Boylston, MA 01583

Non-Profit Organization
U.S. Postage Paid
Permit # 80
West Boylston, MA
01583

Mary St. Pierre
502 Edgebrook
Boylston, MA 01505

Printing and mailing of this newsletter is sponsored by the *West Boylston Community Club.*

Beaman Library Main Desk: 508 835-3711; **Children's Desk:** 508 835-2980; **Fax:** 508 835-4770; **Website:** http://www.ultranet.com/~beaman/
Library Hours: Tues. 10-8:30; Wed. 1-8:30; Thurs. 10-8:30; Fri. 1-5:00; Sat 10-2. Closed Sun. & Mon. Books may be deposited anytime in the book return box on Newton Street. Please do not deposit audio or videotapes overnight, or CDs at anytime. Mailing and printing courtesy of **The West Boylston Community Club.** Printed by **Central Massachusetts Regional Library System. Newsletter Staff:** Director Ellen M. Dolan; Co-Editors: Louise Howland, Cecile Lindberg, Denise Donoghue and Connie Kalloch; Design: Sue Gomes.

The Friends Page

Sponsored by the Friends membership

Dear Friends,

"Nature and Books belong to the eyes that see them..." Ralph Waldo Emerson

This Spring 2004 Browser marks an anniversary of sorts in that the very first " Beaman Library Newsletter" was published in Spring 1989. In the Spring of 1989, we see that an Apple II e computer was available for public use, children were encouraged toward tickets to view "The Fox and the Hound", and the Friends of the Library were described as a "group of dedicated enthusiasts" led by Sara Peterson (President), Cathy McKay (Vice President), Doris Shepard (Secretary), and Marilyn Blaisdell (Treasurer).

Spring of 2004 finds that the times and the faces have changed but the commitment of our predecessors remains the same. In that spirit, we prepare for our Annual Used Book Sale that remains the primary fundraiser for the Friends and promises books as far as the eye can see in the Stiles Meeting Room. The Book Sale will open to the public on Saturday, March 27 at 10:00 a.m., but Friends of the Library are invited to come at 9:00 a.m. The Sale will end at 2:00 p.m. on March 27 and will resume on Wednesday, March 31 from 1:00 – 4:00 p.m. and 6:00 - 8:00 p.m. The Sale will conclude with the popular "Bag Sale" on Saturday, April 3 from 10:00 a.m. – 2:00 p.m. Hope to see you there!

Anne Marchant
President

EQUAL OPPORTUNITY STATEMENT: "This is an equal opportunity program. Federal law prohibits discrimination. Complaints of discrimination may be filed with the Secretary of Agriculture, Washington, DC. 20250"

Agenda

Trustees of the Boylston Public Library
April 14, 2004, 7:00pm

Call to Order
Approval of minutes of March 10, 2004
Treasurer's Report

Correspondence
- Letter from Sue Moore of April 7, 2004
- Finance Committee: FY '05 budget set at $139,364
- Sue Olsen: director will be temporary procurement officer for library

Director's Report

Library:
- Papers and supplies of Foundation now in Cathy Trahan's attic
- Town will take vault material soon
- CMRLS seminar on performance evaluations was March 16
- 'Purchasing Initiatives' memo answered
- Boston Globe interview March 24, article March 28

Building:
- Epsilon final report arrived today
- Ledger of paid bills from construction account

Building Committee report
- Moving sub-committee report: repairs beginning
- Ace Movers bid
- Status of groundbreaking event
- Recommendation re: project management firm selection

Old Business

New Business
- Policy on operating hours of air conditioning system

Adjournment

Attachments:
- Librarian's Report
- Monthly narrative to MBLC for March
- Globe West article, March 28
- Centralities

Next meeting: Wednesday, May 12, 2004, 7:00 pm with Foundation

Agenda

Trustees of the Boylston Public Library
April 14, 2004, 7:00pm

Call to Order
Approval of minutes of March 10, 2004
Treasurer's Report

Correspondence
- Letter from Sue Moore of April 7, 2004
- Finance Committee: FY '05 budget set at $139,364
- Sue Olsen: director will be temporary procurement officer for library

Director's Report
- Library:
  - Papers and supplies of Foundation now in Cathy Trahan's attic
  - Town will take vault material soon
  - CMRLS seminar on performance evaluations was March 16
  - 'Purchasing Initiatives' memo answered
  - Boston Globe interview March 24, article March 28
- Building:
  - Epsilon final report arrived today
  - Ledger of paid bills from construction account

Building Committee report
- Moving sub-committee report: repairs beginning
- Ace Movers bid
- Status of groundbreaking event
- Recommendation re: project management firm selection

Old Business

New Business
- Policy on operating hours of air conditioning system

Adjournment

Attachments:
- Librarian's Report
- Monthly narrative to MBLC for March
- Globe West article, March 28
- Centralities

Next meeting: Wednesday, May 12, 2004, 7:00 pm with Foundation

Boylston Public Library Board of Trustees Meeting Minutes
April 14, 2004

The meeting was called to order at 7:02 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Letty Ridinger, Angelo Scola, and Susan Therriault, Library Director Nick Langhart, and Guests Arthur Moore, Susan Moore, Karen Prince, and Richard Prince.

The minutes of the March 10th meeting were approved.

The Treasurer reported that the check to CW/Mars had been received and cashed. There were no other changes in our accounts. The Treasurer's report was approved.

Correspondence:

The Trustees had received a letter from Abutter Susan Moore dated April 7, 2004, regarding sound measurements. She objected to the sound measurements performed by Epsilon Inc. and requested that the Trustees guarantee that the chiller will be shutdown by 8:00 p.m. After some discussion, the Trustees moved and approved to amend its current policy for Community Use of Library Facilities with the following: add section (d): "In order to maintain the peaceful character of the neighborhood, the chiller cannot be in operation after 8:00 p.m."

A letter had been received from the Finance Committee that indicated that they would be recommending that the library's FY2005 budget be set at $139,364, which is a 3% increase in wages and salaries and no increase in operating expenses. The Finance Committee will not be recommending our request to increase the Library Director's salary by $1536 due to his added responsibilities as a result of our building project. They had recommended that we pay this increase from our building fund. It was determined that, rather than expend building fund monies, the Trustees would request this one-time stipend from the Library Foundation from other than capital campaign funds. Mary Beth agreed to speak with the President and Treasurer of the Library Foundation prior to its next meeting. In the meantime, the Trustees would put together the necessary documentation to request that the Library Director's grade be increased.

A letter dated March 30, 2004, from Town Administrator Sue Olsen appointed Library Director Nick Langhart a temporary procurement officer for the library. This appointment will be from March 30, 2004 - September 1, 2005. All bid documents will still need to be provided to the Town Administrator but will enable the Library Director to move forward with the repair work at Hillside and other bid procedures.

A letter had been received from Abutters Richard and Karen Prince regarding parking alternatives on the library site and requesting that the library decrease and/or minimize the amount of parking on the south side of the library building. The Building Committee had reviewed the plan that they had presented and agreed to consider (1) parallel parking on Scarhill Road and

(2) staff parking behind the current library building. Mrs. Moore objected to both of these alternatives.

The Trustees had received a letter from the President and Treasurer of the Friends of the Library, whose terms will end on May 1, 2004. Because no one has stepped up to lead the Friends organization, they requested that the Trustees accept stewardship of the Friends finances, including funds to be collected at the Memorial Day book sale, with the anticipation that the Friends group be revitalized at the opening of the new facility. The Trustees agreed to accept these monies in stewardship and to add Treasurer Angelo Scola as signator on the account. Mary Beth volunteered to send a thank you letter to both Lynn Butler and Margaret Sieber for their efforts over the past several years and to notify them that the Trustees have accepted the funds to be held in stewardship until such time as the Friends are reinstated.

Director's Report:

Library:

Nick indicated that the Friends' Memorial Day book sale is being organized by Children's Librarian Judy Friebert.

Nick reported that the papers and supplies of the Foundation have been moved to Cathy Trahan's home while the library is being moved to temporary quarters. Mary Beth volunteered to write a thank you note to Cathy.

Nick also reported that Town Clerk Sandra Bourassa will be reviewing and arranging for the books and materials currently kept in the basement vault to be moved to Hillside.

Nick reported that he had attended a CMRLS seminar on performance evaluations on March 16.

Nick reported that he had received a response from Town Administrator Sue Olsen regarding the purchasing initiatives memo that she had sent earlier this year. Several town departments had outlined issues with the approach and it probably will not be included on the town warrant at the annual town meeting in May.

Nick mentioned that he had been interviewed by the Boston Globe on March 24 with the article appearing in the March 28th edition.

Building:

Nick reported that the final report from Epsilon on acoustical measurements had just been received. Copies had been sent to both the architect and the town administrator.

Nick presented an accounting of the bills that have been paid to date from the construction account.

Nick also reported that the soil borings report indicated that there is no ledge in the proposed parking area.

Old Business:

Building Committee Report:

Nick reported on the progress that the Moving Sub-committee has made. Repairs (electrical, carpentry, and plumbing) have begun on the temporary quarters at Hillside. BC Handyman has opened the west wall of the room and uncovered a long-term moisture problem. Nick will contact Town Administrator about this problem. It is anticipated that all of the repairs should be completed by the middle of May.

Ace Movers has submitted an estimate for moving library books, materials, and furnishing; it will be approximately $13,000 each way. No other estimates have been received. Nick will be arranging for dumpsters after Memorial Day to throw away unwanted materials. Mary Beth is in the process of arranging for the Elementary School and potentially the MDC to store some of our materials.

Preparations for the groundbreaking event on Memorial Day are progressing under the direction of Jan Seymour.

Mary Beth reported that the Building Committee had interviewed and ranked five project management firms. The committee is recommending KV Associates from Boston. KVA attended the Building Committee meeting held on April 9th to discuss their estimates for both pre-construction and construction phases. There was some discussion about the budget dollars available to us for project management. Angelo reported that KVA was recommended highly by the references that he had checked. Mary Beth reported on the conversation that she had had with the Town Administrator in Ayer about KVA, its experience and its costs. After discussing various options, it was decided to continue the negotiation process with KVA rather than going to the next candidate.

New Business:

There were no new business items.

The meeting was adjourned at 8:29 p.m.

The next regular meeting will be held on Wednesday, May 12th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

Mtg Notes 4/14 BST

MBL
AS
MP
LR
ST
NC
Princes

7:05 Debate on SM letter

motion: add "Cutler", delete "equipment"

MSP -

Budget as Fin Comm Approved: MSP

$1,526 more from Educ to NC + stepping wide advocacy to Parents

MSP - to Com.

Document Oyez + mail

Add: ~~Princes~~ Friends resignation letter, funds to BST

Add: Princes letter as of 3/17. Disc by BC, debate. will roll to 4/23 BC

JR to speak to Stephen of Princes. The Public Hearing Plan

acct to be continued (Lucille 4/15) as separately. JY to LBT MS.

MSP

Director's rpt..., BC report items

→ call on WB storage, Library moves

7:05 MBL: SM $164,000 proposed by GVA. options: counter-proposal to $120m?

2) pay $164,000 3.) call for a proposal from NETCO LR: negotiate of lesser monies
(must disengage)

of pre const. will continue to negotiate w/ GVA.

7:27 out of agenda

Speech by S. Moore

and disc of insufficient funds, phg plan, or Fpenbon report

American Stroke Association℠
A Division of American Heart Association
Central and Western Massachusetts
1111 Elm Street, Suite 9A
West Springfield, MA 01089

April 13, 2004

Dear Friend:

Do you know someone who has survived a stroke? Do you have a way of communicating this opportunity to people who have had a stroke in Worcester County? The American Stroke Association, a division of the American Heart Association, is working together with Fairlawn Rehabilitation Hospital to improve the quality of life for stroke survivors, their caregivers and family members. We are pleased to extend an invitation to participate in *Making the Stroke Connection*: Survivor and Caregiver Forum to be held Thursday, May 20, 2004 from 9:00 am to 2:00 pm at the Holiday Inn - Worcester.

The educational forum is a low cost of $10 for stroke survivors who can invite up to three additional quests to participate in the day with them. This is a day to celebrate the advances in stroke prevention and treatment, providing presentations including: Alternative Therapy for Stroke Survivors, Treatment and Rehabilitation of Spasms and Involuntary Movement, Caring for the Caregiver, Intimacy after Stroke, Driving after a Stroke, Community Organization Exhibit Area, A Survivor's Perspective and an award presentation and luncheon.

Sponsorship and exhibit opportunities are still available! Get involved and join our guests to help honor members of our community and others dedicated to the fight against stroke. **Please post this sign** for increased exposure and pass along the invitation to help connect those who have felt the effects of stroke on their lives. Help improve the quality of life for the stroke survivors who need to continue to feel a part of the community. It is our hope that through the educational forum, survivors and caregivers will become better connected with the network of resources available. With your involvement, we will be ever closer to winning the battle against stroke. This isn't an event to miss.

For exhibiting opportunities, receive additional information, or a sponsorship packet, please contact Shannon Namislo at the American Stroke Association at (413) 735-2104 or Shannon.Namislo@heart.org. Thank you in advance for your dedication to the health of our Commonwealth. We hope we can count on your support of this important event and thank you in advance for sharing this information with others.

Sincerely,

Shannon Namislo

Shannon Namislo
Health Initiatives Director

2/83

Approved 6/83

COMMUNITY USE OF LIBRARY FACILITIES

Use of the library and library grounds by non-library groups is allowed under the following conditions:

a) The group apply in writing to the librarian for the use of library facilities or grounds;

b) The group make all preparations and be responsible for the cleaning of the area used;

c) The group make arrangements with either the librarian or the Trustees for the opening and closing of the library building. A responsible person approved by the librarian or Trustees must be in attendance at all times during such use.

Library facilities will not be available for partisan political purposes.

Requests for exceptions to this policy shall be made in writing to the Trustees. Refusal of use of library facilities must be reported by the librarian to the Trustees.

Motion

To amend the library's policy entitled Community Use of Library Facilities, adopted in June of 1983 as follows:

add a section 'd)' to state as follows:

"In order to maintain the peaceful character of the neighborhood, air conditioning equipment can not be in operation after 8:00 pm."

Adopted_____

Agenda

Trustees of the Boylston Public Library
March 10, 2004, 7:00pm

Call to Order

Thank you to Foundation and Margaret Sieber for a successful Gala

Approval of minutes of February 11 & 25, 2004

Treasurer's Report

Director's Report

Library:

No response from Finance Committee re: FY '05 budget
Spring newsletter written, produced, mailed
CMRLS classes on e-bay, Internet filtering

Building:

Existing furniture inventory completed, Ace Mover visited Tuesday
10 responses to RFP for Project Mgr: 5 selected for consideration
Soils Exploration selected for boring work, began today
Spoke to First Church Men's Breakfast March 2
First meeting on ground breaking held March 5

Building Committee report

Acoustical Engineer to study two chiller sites selected: Epsilon
Recommendations for parking
Moving sub-committee report

Old Business

Update on legal representation
Revival of Kresge application

New Business

Updated cost estimate for construction
Report on readings of Project Manager proposals

Adjournment

Attachments:

Librarian's Report
Monthly narrative to MBLC for February

Next meeting: Wednesday, April 14, 2004, 7:00pm

Reminders:

Building Committee, BPL, March 19, 9:00am
Moving sub-committee, BPL, March 23, 7:00pm

Boylston Public Library Board of Trustees Meeting Minutes
March 10, 2004

The meeting was called to order at 7:05 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Angelo Scola, and Susan Therriault, Library Director Nick Langhart, and Guests Richard and Karen Prince.

The Trustees recognized the tremendous contribution that the Foundation and in particular Margaret Sieber had made with the successful gala on March 6th. Over $14,000 was deposited in the Foundation's building fund account and more is expected. Mary Beth will send thank you letters to both the Foundation and Margaret for their contributions.

The minutes of the February 11th meeting were approved with one change – removal of borings. The minutes of the February 25th meeting were approved

The Treasurer reported two balances in the Commerce Bank statement and checkbook. The statement indicates $7723.22 and the checkbook indicates $6723.22 because the CW/Mars check from October 8, 2003 has not been cashed. Nick will follow-up with CW/Mars. The Treasurer's report was approved.

Correspondence

There was no correspondence.

Director's Report:

Nick reported that he had received the February bill from Richmond French Designs according to the schedule. The bill is $30,016 for February 1 – 29, 2004. We will be receiving the standard bill for March, April, and May. It was moved and approved to pay the February bill.

Library:

Nick indicated that the Finance Committee has not yet approved the library's FY05 budget and will not given any indication until it has met with all town departments. With regard to a potential additional raise for the Library Director, it had been suggested that the Trustees utilize Building Funds because the additional hours are due to the building program. No final decision has been made yet. The Personnel Board would be meeting with the Finance Committee and will be discussing both a salary increase and a potential increase in the Library Director's hours. Mr. Prince, who is the Chair of the Personnel Board, recommended that we begin the process of moving the Library Director's grade up as soon as feasible.

Nick reported that the spring newsletters have been mailed. Its focus is on the Library Building Program and our move to Hillside.

Nick mentioned that he had attended a CMRLS workshop on using ebay as a means of disposing of valuable donated books. A few area libraries (Holden, Westboro) have been very successful in reaping significant dollars from books that were donated for library book sales. The key appears to be having a dedicated person(s) who is knowledgeable about ebay and its process and who is dedicated to working this activity earnestly and continuously. Mary Beth suggested that it could be part of a class project and indicated that she would mention it to the Foundation.

There was some discussion about our Friends group. Most of the current officers are ending their terms in May and will not be re-upping. Many of the active members had come from the ranks of young families. However, many new people in town are two income families and have little time for taking on this responsibility.

There was also some discussion about internet filtering. Nothing has changed yet; everyone is awaiting the court decision.

Building:

Nick reported that the existing furniture inventory has been completed.

Nick reported that Ace Movers had dropped by and measured the number of linear feet of shelving - approx. 4,000 linear feet. They plan to submit an estimate for the work. CW/Mars and Verizon will need to be contacted regarding telephone and data lines connections.

Ten responses to our RFP for a project manager were received; five have been selected for consideration. More discussion occurred later in the meeting under New Business.

Soils Exploration had been selected for soil boring work; they began on March 10th.

Nick reported that he has spoken at the First Church Men's Breakfast on March 2.

The first meeting of the Memorial Day / Groundbreaking Committee had been held on March 5th. Invitation will be sent to local and state officials, Foundation members, former librarians and Trustees, and donors. The library's events will be included in the town-wide mailing. Harriet Chandler has agreed to sponsor a joint resolution on our groundbreaking.

Building Committee Report:

Mary Beth reviewed the situation with the acoustical engineer chosen to study two chiller sites. Two proposals had been received - Acentech and Epsilon; Epsilon had been selected. Nick will be confirming the start date for the study.

There was additional discussion about the recommendations for parking. With the chiller located according to Scheme D, there would be 22 regular spaces, two handicapped spaces and three staff spaces on the north side. If the chiller is placed on the roof, the plan would be to have the 22 regular spaces on the south (by removing two from the Cottonwood Place side of the lot), two handicapped spaces, and three staff spaces on the north side. The recommendation from the

Building Committee had been for 25 regular parking spaces and two handicapped spaces. Either of the two plans would work. Mrs. Prince clarified her suggestion regarding adding one to three spaces near the proposed new ramp to the addition and indicated that she planned to show our plans to an acquaintance who has designed parking lots for additional suggestions. Mary Beth indicated that the Trustees are open to other ideas. It was moved and approved to provide for 25 regular parking spaces (22 on the south side and 3 staff on the northwest side) and two handicapped spaces.

The Moving Sub-committee has met and discussed arrangements to date. Ken Linell, a member of the committee, has assisted the library staff in measuring and pulling together the inventory. Repairs will be needed before moving into the Hillside temporary quarters; we are awaiting estimates from the plumber, electrician, and carpenter. It was agreed that we need to have an estimate of the total cost before agreeing to the various components so that monies are spent judiciously. It was also agreed that a green library sign should be placed on Rt. 70 at the base of the Hillside road. A sign will need to be secured for the Memorial Day groundbreaking indicating that the project is partially funded by the MBLC and the townspeople of Boylston. The next meeting of the Moving Sub-committee will be held on Tuesday, March 23, at 7:00 p.m.

Old Business:

Mary Beth updated the Trustees on our legal representation. We are awaiting approval by the Board of Selectmen and Town Counsel Greg Angelini.

Mary Beth had reviewed the Kresge application that we had submitted on May 5, 2003. Kresge had agreed to hold open our application for one year. Consequently, we can reapply now or after May 5, 2004. The Foundation's Development Committee would like to wait until after the Memorial Day groundbreaking before reviving this grant application.

New Business:

Two cost estimates for construction have been done since the original designs. The architects informally estimate the costs may have increased from $4.1 M to $4.6 M over the past couple of years. Consequently, we are may be short by $.5 M. Additional sources of funds will need to sought out. It was agreed to delay further discussion until after the project manager has been selected and brought on board.

Most of the Trustees and Building Committee Members had reviewed the proposals by the five project management firms identified. The five selected are: KV Associates, Netco, Pinnacle, Reinhart, and Ryegate. After considerable discussion, it was to hold half-hour interviews with these five firms on Friday, March 26th at 8 am, 9 am, 10 am, 12 noon, and 1 pm. A standard set of questions will be reviewed with each candidate.

The meeting was adjourned at 9:43 p.m.

The next regular meeting will be held on Wednesday, April 14th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

From: **SATherriau@aol.com**
Date sent: **Sun, 11 Apr 2004 20:32:27 EDT**
Subject: **Trustees Meeting Mins - 3/10/04**
To: **ANCY21@charter.net, nlanghar@cwmarsmail.cwmars.org, MaryBethLitofsky@aol.com, marcia@preistleycom.net, marcia@priestleycom.net, lettyis@yahoo.com, rrichard@gis.net, stherriault@allmerica.com**

All,

Attached and below are the minutes from our Trustees Meeting on March 10th. Please review them and let me know by 4:00 p.m. on Wednesday if I have missed or misstated anything. I will bring hard copies to our meeting on Wednesday, April 14, at 7:00 p.m.

Thanks a lot!
Sue T.

Boylston Public Library Board of Trustees Meeting Minutes
March 10, 2004

The meeting was called to order at 7:05 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Angelo Scola, and Susan Therriault, Library Director Nick Langhart, and Guests Richard and Karen Prince.

The Trustees recognized the tremendous contribution that the Foundation and in particular Margaret Sieber had made with the successful gala on March 6th. Over $14,000 was deposited in the Foundationâ€™s building fund
account and more is expected. Mary Beth will send thank you letters to both the Foundation and Margaret for their contributions.

The minutes of the February 11th meeting were approved with one change â€“

INBOX

This message to

Date: Wed, 3 Mar 2004 09:47:37 -0500
From:
To:
Subject: RE: Digitas

demands. You will be notified of any changes as soon as we are aware of them. Our reception area is located on the 18th floor of the Prudential Center at 800 Boylston Street.

Our office is located in the Prudential Tower at 800 Boylston Street. You will enter the building from Boylston Street, take the escalator up, walk through the mall, make a right at Ann Taylor and then a right through the revolving doors. You will check in with security on the 1st

Please call Kathleen Stock (617-867-1538) or me with any questions or

Thank you, and we look forward to having you interview with us on Friday.

9:00 - 9:45	Greg Smith, Vice President/Associate Director,
9:45 - 10:30	Rob Murphy, Senior Vice President, Live Channels
10:30 - 11:15	
11:15 - 12:00	

removal of borings. The minutes of the February 25th meeting were approved

The Treasurer reported two balances in the Commerce Bank statement and checkbook. The statement indicates $7723.22 and the checkbook indicates $6723.22 because the CW/Mars check from October 8, 2003 has not been cashed. Nick will follow-up with CW/Mars. The Treasurerâ€™s report was approved.

Correspondence

There was no correspondence.

Directorâ€™s Report:

Nick reported that he had received the February bill from Richmond French Designs according to the schedule. The bill is $30,016 for February 1 â€“ 29, 2004. We will be receiving the standard bill for March, April, and May. It was moved and approved to pay the February bill.

Library:

Nick indicated that the Finance Committee has not yet approved

the libraryâ€™s FY05 budget and will not given any indication until it has met with all town departments. With regard to a potential additional raise for the Library Director, it had been suggested that the Trustees utilize Building Funds because the additional hours are due to the building program. No final decision has been made yet. The Personnel Board would be meeting with the Finance Committee and will be discussing both a salary increase and a potential increase in the Library Directorâ€™s hours. Mr. Prince, who is the Chair of the Personnel Board, recommended that we begin the process of moving the Library Directorâ€™s grade up as soon as feasible.

Nick reported that the spring newsletters have been mailed. Its

focus is on the Library Building Program and our move to Hillside.

Craig Leonard
20 Newell Hill Rd • Sterling, MA
508·735·7273
cleonard@fas.harvard.edu

Selected Accomplishments:

MarketOne International • Maynard, MA — 2002-present
Senior Market Analyst

- Formed relationships with senior executives; assessed needs of over 500 organizations in 10 countries; synthesized findings; presented client deliverables.
- Devised and deployed strategies directing client business development activities, targeting all industries; forged partnerships; generated revenue >$1M for clients
- Contributed to assembling an educational event in Europe for a world-class information technology firm; generated over 1000 attendees from 5 countries.
- Advised clients including *IBM, Siebel Systems, Xerox, Cognos* and *EDS*.

National Network of Accountants • Boston, MA — 2000-2002
Director, Preferred Provider Network

- Created and implemented an integrated marketing communications strategy to launch a new service division organized to market its parent company.
- Assembled, trained and motivated a team of employees who gained customers, delivered services and reinforced brand; increased revenue by $1.1 MM.
- Cultivated customer relationships and uncovered needs; tailored services, defined goals and planned actions; client base doubled 3 consecutive quarters.

Toyota and Lexus Financial • Westborough, MA — 1998-2000
Customer Service Representative

- Managed approximately 250 customer accounts; rotated through customer service, credit and corporate lending departments; received service awards.
- Undertook special projects developing new systems and processes; created a paperless environment; consolidated 33 local branches into 3 regional offices.
- Trained and supported employees; implemented new procedures and systems.

Central Florida Investments (CFI) • Orlando, FL — 1996-1998
Sales Executive, Westgate Resorts

- Assisted in building a sales team and methodology to market a newly developed resort property; sold-out inventory in 2 years, yielding highest CFI sales ratios.
- Stimulated the creation of an information system that integrated company-customer data; increased sales and strengthened customer relationships.
- Managed sales cycle for international clients; discovered needs, presented solutions, negotiated contracts and maintained relationships; received bonuses.

Education:

- Harvard University Extension • Cambridge, MA
  Certificate of Special Studies, Administration and Management — 2004
- Clark University • Framingham, MA
  Master's Certificate, Web/Multimedia Development — 2002
- Worcester State College • Worcester, MA
  Bachelor of Science, Psychology · Dean's List — 2000

Computer Proficiency:

Word • Excel • PowerPoint • Access • Dreamweaver • Act • FileMaker Pro • Internet

Nick mentioned that he had attended a CMRLS workshop on using ebay as a means of disposing of valuable donated books. A few area libraries (Holden, Westboro) have been very successful in reaping significant dollars from books that were donated for library book sales. The key appears to be having a dedicated person(s) who is knowledgeable about ebay and its process and who is dedicated to working this activity earnestly and continuously. Mary Beth suggested that it could be part of a class project and indicated that she would mention it to the Foundation.

There was some discussion about our Friends group. Most of the
current officers are ending their terms in May and will not be re-upping. Many of the active members had come from the ranks of young families. However, many new people in town are two income families and have little time for taking on this responsibility.

There was also some discussion about internet filtering. Nothing
has changed yet; everyone is awaiting the court decision.

Building:

Nick reported that the existing furniture inventory has been completed.

Nick reported that Ace Movers had dropped by and measured the number of linear feet of shelving â€“ approx. 4,000 linear feet. They plan to submit an estimate for the work. CW/Mars and Verizon will need to be contacted regarding telephone and data lines connections.

Ten responses to our RFP for a project manager were received; five have been selected for consideration. More discussion occurred later in the meeting under New Business.

Soils Exploration had been selected for soil boring work; they

began on March 10th.

Nick reported that he has spoken at the First Church Menâ€™s

- Informed by customer research and profitability analysis, we worked with Schwab to build and launch a three-tiered program that offered additional service and discount benefits based on customers' annual assets and trades
- We called this loyalty program Schwab Signature Services, and marketed it across multiple channels, including the Web, making sure to integrate Schwab's phone and branch representatives into the effort

---

Me

- Creative, Energetic, Excellent Communication Skills
- Close to ten years of Sales and Service Messaging and Strategy Development
- Solid Education in Psychology (specifically personality profiling and motivation), business, communications and technology.

Key company need:

- An expert in executing the customer contact and creating a desired customer experience (at every point of contact).
  - Web
  - Phone
  - Electronic
  - Face-to-Face

Breakfast on March 2.

The first meeting of the Memorial Day / Groundbreaking Committee had been held on March 5th. Invitation will be sent to local and state officials, Foundation members, former librarians and Trustees, and donors. The libraryâ€™s events will be included in the town-wide mailing. Harriet Chandler has agreed to sponsor a joint resolution on our groundbreaking.

Building Committee Report:

Mary Beth reviewed the situation with the acoustical engineer chosen to study two chiller sites. Two proposals had been received â€“ Acentech and Epsilon; Epsilon had been selected. Nick will be confirming the start date for the study.

There was additional discussion about the recommendations for parking. With the chiller located according to Scheme D, there would be 22 regular spaces, two handicapped spaces and three staff spaces on the north side. If the chiller is placed on the roof, the plan would be to have the 22 regular spaces on the south (by removing two from the Cottonwood Place side of the lot), two handicapped spaces, and three staff spaces on the north side. The recommendation from the Building Committee had been for 25 regular parking spaces and two handicapped spaces. Either of the two plans would work. Mrs. Prince clarified her suggestion regarding adding one to three spaces near the proposed new ramp to the addition and indicated that she planned to show our plans to an acquaintance who has designed parking lots for additional suggestions. Mary Beth indicated that the Trustees are open to other ideas. It was moved and approved to provide for 25 regular parking spaces (22 on the south side and 3 staff on the northwest side) and two handicapped spaces.

The Moving Sub-committee has met and discussed arrangements to date. Ken Linell, a member of the committee, has assisted the library staff in measuring and pulling together the inventory. Repairs will be needed before moving into the Hillside temporary quarters; we are awaiting

        - Dalbar, Inc. study ranked American Century #1 on overall quality, accommodation, attitude, exceeding expectations, and knowledge
- AT&T Wireless
    - New Platform
- Fed Ex Prospecting
    - Predictive Model
- GMC Envoy
    - Pre-launch and Launch
    - Mx of channels, including an online sweepstakes, online advertising, Website builds, print and direct mail, and events sponsorships-all capitalizing on GM's sponsorship of the 2000 Winter Olympics
    - Website builds, direct mail test drive programs/insertions, online advertising, events and sponsorships, and handraiser fulfillment.
- AT&T
    - The strategy relied on sophisticated segmentation methods with relevant messages and offers delivered across direct mail and telephone
- Fed Ex
    - Reengineer the FedEx marketing model from services-centric to customer-centric
    - Digitas worked with FedEx to affect the entire customer life cycle
    - implement differential treatment and investment by customer group
    - New in-bound and out-bound channels for customer interaction were created, including a teleservices capability
- GM Test Track
    - Kiosks
    - Lead Gereration
- Morgan Stanley
    - Situation
        - Help create and deliver a new experience that would engage clients by providing increasingly tailored recommendations as salespeople learned and captured more information about clients' strategies and needs
    - Approach
        - We designed a workflow-based CRM application that leveraged information across all company divisions.
        - Next, we developed a platform that allowed the bank to quickly develop extranets personalized according to client — not product — needs.
    - Results
        - Increased sales productivity, as sales teams are now continually provided opportunities to contact clients
        - Improved integrity of customer data, as the CRM application provides an incentive to keep customer information clean
        - Reduced time to market -– what once took three months to develop now takes less than two weeks
        - Improved coordination and cooperation across all divisions as a result of a common set of e-governance policies
- Charles Schwab

estimates from the plumber, electrician, and carpenter. It was agreed that we need to have an estimate of the total cost before agreeing to the various components so that monies are spent judiciously. It was also agreed that a green library sign should be placed on Rt. 70 at the base of the Hillside road. A sign will need to be secured for the Memorial Day groundbreaking indicating that the project is partially funded by the MBLC and the townspeople of Boylston. The next meeting of the Moving Sub-committee will be held on Tuesday, March 23, at 7:00 p.m.

Old Business:

Mary Beth updated the Trustees on our legal representation. We are awaiting approval by the Board of Selectmen and Town Counsel Greg Angelini.

Mary Beth had reviewed the Kresge application that we had submitted on May
5, 2003. Kresge had agreed to hold open our application for one year. Consequently, we can reapply now or after May 5, 2004. The Foundationâ€™s
Development Committee would like to wait until after the Memorial Day groundbreaking before reviving this grant application.

New Business:

Two cost estimates for construction have been done since the original designs. The architects informally estimate the costs may have increased from $4.1 M to $4.6 M over the past couple of years. Consequently, we are may be short by $.5 M. Additional sources of funds will need to sought out. It was agreed to delay further discussion until after the project manager has been selected and brought on board.

Most of the Trustees and Building Committee Members had reviewed the proposals by the five project management firms identified. The five selected are: KV Associates, Netco, Pinnacle, Reinhart, and Ryegate. After considerable discussion, it was to hold half-hour interviews with these five firms on Friday, March 26th at 8 am, 9 am, 10 am, 12 noon, and 1 pm. A standard set of questions will be reviewed with each candidate.

- Marketing Infrastructure
  - We manage online, direct, and face-to-face or mass channels for our clients
  - We also design and build new channels unique to that client and circumstance.
    - Creating messaging for every channel
    - Coordinating execution across multiple channels
    - Purchasing media, call center, distribution, or technology services
    - Managing partnership, sponsorship, or affiliation relationships
    - Training front-line call center and sales teams
    - Driving iterative improvement via performance measurement
    - Designing robust test-and-learn agendas

Partners

- IBM
- SAS
- MS
- Interwoven
- Devine
- Intel

Results

- We create integrated marketing programs that connect customers to brands — and keep them coming back for more

Case Studies

- American Century
  - Situation
    - If a customer called in to redeem an account, the rep took pride in closing the account efficiently. There was no system in place to try to retain the assets of such customers, nor was there a method for introducing additional investment options with American Century.
  - Approach
    - The new strategy enabled service representatives to initiate a dialogue with customers to understand their long-term objectives and offer relevant solutions based on their value segment
    - This involved customer research to generate a segmentation of customer investment styles, which in turn determined what questions the rep would ask and what offers would be made
    - These segment-driven, dialogue-based interactions, combined with sales tools, service rep training, and new measures of job performance enabled American Century representatives to offer a new dimension of service that benefits everyone.
  - Results
    - Conversion rates increased significantly
    - Program goals exceeded by more than 20%
    - Retained millions in otherwise lost assets

The meeting was adjourned at 9:43 p.m.

The next regular meeting will be held on Wednesday, April 14th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

Digitas:

Overview:

- Think like your customers
- Relevant
  - Know your brand image and your customers' needs
  - Craft messages that are "just right" and deliver them with pinpoint precision
- Efficient
  - Optimizing your marketing investment
  - Constantly test to ensure that your messages are hitting their mark
- Accountable
  - Stand by every piece of work we produce
  - Building in measurement and feedback loops to evaluate the work, test how to do it better, and implement improvements that we again measure-in an ongoing cycle of increasingly relevant and efficient messaging

Services:

- Customer Relationship Strategy
  - Analyze your customer base to find hidden pockets of value
    Design targeted customer experiences across every conceivable channel to unlock that value now
    - Marketing Strategy:
      - Customer Value Discovery
      - Segmentation Strategy
      - Customer Experience Design
      - Partnership and Alternative Channels
    - Investment Productivity:
      - Brand Strategy
      - Roadmap Development
      - Measurement Dashboards
      - Channel and Budget Optimization
      - Test and Learn Enablement
- Marketing Agency Services
  - Combine customer data sets in uncommon ways to achieve a solid understanding of your customers' needs, attitudes, and behaviors
  - Add primary research to know which channels customers use to fulfill their needs, and what decisions they make as they buy
  - This gives us the insights to design marketing programs that resonate with those customers you most want to reach.

    - Marketing Programs and Creative Development:
      - Acquisition and Winback
      - Loyalty and Retention
      - Stimulation and Cross-Sell/Up-Sell
      - Customer Care
    - Channel Operations and Management
      - Printer and Mail Shop Operations
      - Media Operations
      - Event Operations
      - Web Operations
      - E-mail Operations
      - Call-Center Operations

BOT meeting Notes 3/10/04

C to Order 7pm

Send ltrs to Fdn + Mary Suiter. MBL to write ltr re 14,000 dep to mm

MSP minutes of 2/11 + 25/04

→ Treas. 7,723.22 / list of [redacted] to cut chks not cashed out by #103

→ RID, Sc. 016 monday no minute pay the Feb ICFD bill

DIR: → Plan for the e-boy outing - Fuel Tanning mtg

Book Sale - Tent Coakley, St to run sale. How to mitigate Fdn & library mtgs? mower visit, Soils Exploration, Mens Bkfst

Ground breaking - how to invite? P. Jim Stewart
C. 12:30 Trustee to issue invitations - PUBLICITY

Barn → Find the ordinance and do right comming

BC: → Confirm location & start date - tomorrow. ask if pkg ok Trafalgar Volunteers

Discuss DT's "Parking Matrix" + impact of Library.
Wants a missed dog re: alternatives shown on matrix.
Times have a pkg advocate show plans etc. Want to add 2 at Hepl comp
MSP for 25 (total) pkg spaces. (22 + 3 at North)

⇒ Take signs down, plan for new Sign. Distribute to more

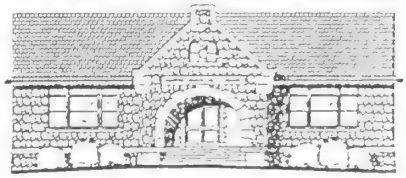
CB: Legal update. Kmart sign removal after the 12 new windows off - mem Day
Fogarty's cost estimate needed - new ½ million shortfall.
Pat Eisenhauer on BC from Fdn. 3/19 BC to discuss w/ [redacted] (eg.)
for intv's in wk of 3/22. Or all day 26th - 8, 9, 10, 11, (45 min ea.) 2, 3
Book 12, 1, overall 2nd,
Tell ½ hr ea is enough, 1 hr even better.

BC agenda: questions, the 5 proposals

→ call 5 PMs

⇒ Between [redacted] call re Chapt? who

BOYLSTON PUBLIC LIBRARY



BOYLSTON, MASSACHUSETTS 01505

LIBRARIAN'S REPORT

Month of February, 2004

Budget	FY 2004	Remaining	
Books & Periodicals	$17,200	$9,046	
Audio/Visual	11,200	4,701	
Supplies	3,500	2,557	
Equipment & Repairs	3,000	2,604	
Electricity	2,400	1,195	
Telephone	1,000	.688	
Fuel oil	2,400	1,205	
Travel, Training, Membership	1,000	.920	
Printing, Postage, Mailing	2,400	1,624	
Water	100	.70	
Programs	1,400	1,150	
Technology	5,000	5,000	
TOTAL EXPENSES	$50,600	30,760	(60.7%)
SALARIES & WAGES	$86,179	28,605	(33%)
TOTAL	$136,779	$59,365	(43.4%)

Circulation	Adult	Juvenile
Fiction	357	642
Non-fiction	126	140
Periodicals	94	-
Spoken cassettes	159	4
CD roms	26	-
Music tapes, CDs	4	-
Videos	417	396
Equipment	0	0
Multi-media	-	3
TOTAL	1,183	1,185
Total last month	1,663	1,525
Total same month last year	1,343	1,080

Services

Volunteers/hours	3/17	2/26
Meetings, #/attendance	6/57	-/-
Programs, #/attendance	-/-	8/103 Storytimes
Inter-library loans		
sent	19	
received	16	
Other activities		

Boylston Public Library Board of Trustees Meeting Minutes
February 25, 2004

The special meeting was called to order at 8:15 p.m. at Hillside

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Angelo Scola, and Susan Therriault, and Library Director Nick Langhart.

This meeting was delayed due to the Trustees' meeting with the Finance Committee scheduled for 8:00 p.m.

There was some discussion about budgetary options available to the Trustees pending the Finance Committee's recommendation to the town.

Mary Beth reviewed the potential option for revisiting and/or reapplying to the Kresge Foundation for a Challenge Grant. She will check on issues and timing.

Mary Beth indicated that Richmond French is planning to request another cost estimate from Fogarty now that we are closer to a construction date.

Mary Beth updated the Trustees on status of the soil boring proposals that had been received. It was moved and approved to hire Soil Exploration, Inc., at a cost of between $1300 and $1600 to complete this work. Architect Jonathan Richmond will stake out the specific spots.

The meeting was adjourned at 8:44 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

Agenda

Trustees of the Boylston Public Library
February 11, 2004, 7:00pm

Call to Order
Approval of minutes of January 14, 2004
Treasurer's Report
Director's Report
- Library:
  - Marcia Priestley's gift computer installed
  - Trustee term chart begun
  - '03 Annual Report, FY'05 budget submitted
  - Weeding in adult collections: all mysteries completed
- Building:
  - Definition of 'separate account' for construction funds
  - Status of architect's contract and bills
  - RFP for Project Mgr submitted for Central Register
  - Approval of Hillside terms-of-use agreement

Building Committee report
- Motion to eliminate retaining wall for septic system
- RFQ for Acoustical Engineer to study two chiller sites
- Motion to design parking for 26 total spaces
- Moving sub-committee report
- Proposed estimates for basement excavation /boring proposals

Old Business
- Legal representation
- Adopt-a-highway program

New Business
- Approval of warrant articles for Town Meeting

Adjournment

Attachments:
- Librarian's Report
- Centralities

Next meeting: March 10, 2004, 7:00pm

Reminders: Annual Legislative Breakfast, Northboro P.L., 2/20, 8:30am
Building Committee, BPL, 2/20, ~~9:00~~ 10:30 am
Moving sub-committee, BPL, 2/24, 7:00pm
Trustees meet with Finance Committee, MOB, 2/25, 8:00pm

Boylston Public Library Board of Trustees Meeting Minutes
February 11, 2004

The meeting was called to order at 7:04 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, and Susan Therriault, Library Director Nick Langhart, and Guests Maureen Rafferty Linell, Arthur and Sue Moore, and Richard and Karen Prince.

The minutes of the January 14th meeting were approved as written.

The Treasurer reported no activity in the accounts and a balance of $6715. The Treasurer's report was approved.

Correspondence

There was no correspondence.

Director's Report:

Library:

Nick mentioned that the computer that Marcia Priestley had given to the library had been installed and had been used to do the library's annual report for the town. Marcia was thanked for her gift to the library.

Nick indicated that he had submitted the Library's 2003 annual report to the town and that he had also submitted the library's FY 2005 budget.

Nick distributed the Trustee term chart and reminded everyone that the maximum number of consecutive terms is three.

Nick is looking for articles for the upcoming issue of The Binder; he plans to include an article on the library's move to temporary quarters at Hillside and an update of the building program.

Nick reported that weeding has begun in the adult collection; the mysteries' section has been completed. Paula has put in extra time and will be taking comp time in March. The Reading Room will probably go as is. The Children's Room needs to begin. It has been suggested that the Elementary School be contacted as a potential depository for children's books during this interim time period.

Building:

3) Name of individual who will be the contact with the Building Committee and, if different, who will be the on-site individual. The resume of the on-site individual shall also be included.

4) List of all the project manager positions the on-site individual has completed in the last three years, including project name and location, municipality, agency or firm for which these services were provided, with the address, contact person and telephone number, and a brief project description and budget. Include projects in which he/she may be currently involved.

E) The applicant shall provide evidence of type and amount of coverage of general liability insurance for bodily injury and property damage, and comprehensive automobile liability insurance covering all owned, hired and non-owned vehicles, as well as worker's compensation insurance as required by federal and Massachusetts law. Certification will be required at the execution of the contract.

F) The applicant shall provide a statement certifying under penalties of perjury that the information provided is correct.

G) All required information requested in this RFP will be utilized in the evaluation of applicants. The Building Committee will interview and recommend finalists to the Library Board of Trustees. Price negotiations will take place prior to awarding the contract.

H) The contract will be awarded within 45 days from the due date for receipt of the proposal package. The Town of Boylston, Board of Library Trustees and the Building Committee reserve the right to accept or reject any or all proposals.

* * * * * *

Nick had followed-up with Anne Larsen at the MBLC on the definition of a 'separate account' for construction funds. A discrete account must be set up for the state funds that are received. Additional monies can be added to the account from other sources.

Mary Beth reported on the status of architect's contract. Town Administrator Sue Olsen and Town Counsel Greg Angelini have both reviewed the contract. There was discussion about which people need to be involved in approving change orders. It had been recommended that, in addition to the Board of Trustees' approving any change orders $5,000 and greater, the Board of Selectmen also approve those change orders. Mary Beth will follow-up with Sue Olsen on whether the Selectmen's approval is required. It was agreed that any change orders of less than $5,000 require the written approval of two persons as designated by the Board of Trustees. With regard to the clause on Arbitration/Litigation/Mediation between the Board of Trustees and the Architects, a one-day resolution timeframe was recommended. The final contract must be signed by the Board of Trustees, the Board of Selectmen, and Jon French, as principal in Richmond French Designs. It was moved and approved that the contract be approved and signed as written with the deletion of the Board of Selectmen's approval of change orders of $5,000 and greater. If this change does not meet the approval of the Board of Selectmen, then it was moved and approved to approve the contract as written.

It was moved and approved to move to the Joint Meeting of the Board of Trustees, the Friends of the Library, and the Library Foundation format.

Joint Meeting of the Trustees, Friends, and Foundation Board

As President of the Library Foundation Board, Maureen Rafferty Linell stated that pledges and new donations continue to come into the Foundation. The Gala will be held on Saturday, March 6th, with dinner parties being hosted all over town. After dinner, everyone will congregate at the Manor in West Boylston for dessert, coffee, and an auction. Sixty-seven items have been received and will be outlined in a small booklet. The Foundation's Development Committee is looking into grants for the next year. The next meeting of the Foundation will be held on February 12th and one of the agenda items is the Memorial Day festivities. There has been some preliminary discussion about utilizing the services of an events planner to organize the festivities. The cornerstone for the existing building was laid on Memorial Day, 1904, and the library itself was opened the following November. The Foundation and the Trustees will work together on planning the groundbreaking ceremonies and the birthday celebration activities. Maureen also mentioned that the Foundation will be having its annual audit.

Lynn Butler, President of the Friends, had been unable to attend this meeting but had indicated that the Friends were planning to continue to keep a low profile.

Architect's Bills

Mary Beth reported on the status of the bills received from the architects. Once the contract has been signed, then these bills will be submitted to the town for payment. She noted that we have received a schedule of anticipated payments that includes $155,079 for

ATTACHMENT B: CRITERIA FOR SELECTION
and
APPLICATION PROCEDURE

Applicants will be deemed qualified by the Trustees if they are found to possess the requisite experience, skills and resources available to successfully undertake and complete the project within the specified time schedule. Selection will be based upon the following specific criteria:

1) prior similar experience
2) past performance on public and private projects
3) financial stability
4) identity and qualifications of the personnel who will work on this project
5) capacity of the person or firm to meet the time commitments required by the project, and
6) any other criteria the Trustees consider relevant to the project.

A) Submission Requirements: The applicant shall submit one original and five copies of its proposal sealed and clearly marked: "Project Manager Services, Library Building Project" by 4pm March 3, 2004. Proposals received after the designated time will not be opened and will be returned to the applicant.

B) Submission shall be to Building Committee, Boylston Public Library, 695 Main Street, Boylston, MA 01505

C) Address questions regarding the RFP and/or the project to Nick Langhart, Boylston Public Library Director. Phone 508 869-2371 or fax 508 869-6195.

D) The proposal shall include the following information:

1) Name of individuals or firm
2) Project identification

construction, $19,385 for the bidding process, and $77,540 for administration. Nick agreed to put together a monthly breakdown of expenses. It was approved that the bills will be sent to Town Accountant Dan Haynes after having been signed off by Library Trustee Treasurer Angelo Scola and that the same schedule used for library operating expenses will be used.

Nick reported that the RFP for a Project Manager has been submitted to Town Administrator Sue Olsen for inclusion in the Central Register in early March. He will coordinate this submission with any advertisements for the Worcester Telegram and Gazette and the Boston Globe. The total project amount will be included and March 3rd will be our deadline for the receipt of proposals. Our internal deadline for making a decision is on/around March 24th.

It was moved and approved to accept the final draft of the Hillside Terms of Use agreement that Nick had put together.

Nick reported that he had attended an excellent presentation by Netco, a project management firm, at a meeting in Framingham.

Nick also mentioned that the annual Legislative Breakfast will be held on Friday, February 20th, at the Northboro Library at 9:00 a.m. Attendees should RVSP themselves to Jean Langley, Librarian in Northboro. It was agreed that, because of this meeting conflict, the next Building Committee Meeting will be moved to 10:30 a.m. on February 20th.

Building Committee Report:

Mary Beth reviewed the three options for the area surrounding the septic system (gentle sloping, rip-wrap, and retaining wall). It was moved and approved to request that the architects evaluate these three options relative the state standards.

Architect Jonathan Richmond wrote up the RFQ for an acoustical engineer to perform the chiller study and make recommendations. There were five names given by the Board of Health; the Building Committee had recommended eliminating the two out-of-state firms. The Building Committee recommended that the acoustical engineering firm study both Scheme D as the primary site and an alternative site (the roof). The rationale was that Scheme D may not be approved by the town boards and commissions and that an alternative site should be considered. Mr. Moore stated the roof should not be considered a second option and he will not let that proceed. Mary Beth stated that all sites had been looked at thoroughly and that a professional opinion is now needed. It was moved and approved to go forward with the hiring process for an acoustical engineer to study both Scheme D and the roof.

Mary Beth reviewed the changes that have been made in the parking areas as well as various locations for parking (the Historic Society / Deli parking area, the Congregational Church, Scar Hill Road, the area around the common). The Building Committee recommends that the Trustees approve a total of 26 spaces with the appropriate drainage underneath and a turnaround space at the far end of the parking lot. It was moved and approved to provide 26 (24 plus 2 handicapped) spaces. Mr. Prince indicated that he plans to measure it off.

10.2 Meet on a regular basis with the Committee and report progress of the project, and coordinate the presentation of design and construction progress to the Committee, the Board of Library Trustees, and Town representatives.

IN WITNESS WHEREOF, this Scope of Services schedule shall be incorporated into the Agreement that it is made a part of and to which is attached, said Agreement having been executed by the Town and the Project Manger on this date, and is effective as of the date of the Agreement.

TOWN: WITNESS:

_____ _____

DATE:_____

PROJECT MANAGER: WITNESS:

_____ _____

DATE:_____

There was no additional information from the Moving Sub-Committee.

The proposed estimates for basement excavation / boring proposals is approximately $23,000.

Old Business:

Mary Beth has been contacted about the Adopt-a-Highway Program. The signs are in, the two-mile stretch of highway has been determined, the supplies are provided, and the requirement is that we clean the area four times between April and the first snow. Training is provided. Mary Beth will lead the effort.

New Business:

Nick presented the standard warrant articles for Annual Town Meeting, which were approved by the Board.

Executive Session:
A motion was made at 9:02 p.m. by Mary Beth Litofsky, seconded by Sue Therriault, and unanimously approved by all members, to adjourn to Executive Session in order to discuss legal issues related to the building project.

> **Present:** Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, Susan Therriault
> **Subject: Legal representation**
> **Action:** No action was taken
> **Adjourned:** Motion was made by Marcia Priestley, seconded by Angelo Scola and unanimously approved to adjourn the Executive Session at 9:35 p.m.

The meeting was adjourned at 9:36 p.m.

The next regular meeting will be held on Wednesday, March 10th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

8.0 Construction

The Project Manager shall:

8.1 Write Requests for Proposal for all phases of construction and advertise the Project as required by law.

8.2 Evaluate contractor proposals and make recommendations for selection of General Contractor and various other contractors.

8.3 Attend regular job-site meetings with Architect, General Contractor, Director and Committee.

8.4 Review construction progress and status with Project Schedule and make recommendations to Committee to keep the Project on schedule.

8.5 Review requests for change orders for compliance with contracts, project budget and project requirements, and recommend action to the Committee.

8.6 Assist Architect with review of construction work-in-place for compliance with contract requirements and for compliance with applicable federal, state and local laws, including but not limited to zoning and building codes, and ADA compliance.

9.0 Cost Control

The project Manager shall:

9.1 Develop a Project Budget with recommendations for cost reductions as appropriate, and review all proposals for compliance with the Project Budget.

9.2 Prepare monthly cost reports identifying budget vs. actual expenditures, and establish and maintain project audit trail and comprehensive cost tracking system for all aspects of the Project.

9.3 Review all invoices for compliance with contracts and Project Budgets, prepare monthly requisition for payment, and oversee disbursement of funds to all vendors and suppliers.

10.0 Reporting

The Project Manager shall:

10.1 Take and make appropriate and timely distribution of meeting notes for all Project related meetings, and prepare monthly Project report for distribution to the Architect, the Committee, and the Massachusetts Board of Library Commissioners, and any other reporting necessary for the purposes of grant compliance.

Agenda

Library Board of Trustees, Board of Library Foundation
Officers of Friends of the Library
February 10, 2003

Call to Order

Approval of Minutes

Trustees Report
Gala Celebration report

Foundation Report

Friends Report

Old Business

New Business

Adjournment

Next joint mtg will be May 12

Library Board of Trustees, Board of Library Foundation
Officers of Friends of the Library
February 10, 2003

Call to Order

Approval of Minutes

Trustees Report
Gala Celebration report

Foundation Report

Friends Report

Old Business

New Business

Adjournment

Agenda
Trustees of the Boylston Public Library
January 14, 2003, 7:00pm

Call to Order
Approval of minutes of December 10, 2003
Treasurer's Report
Director's Report
Library:
Snow shoveller will accept $12.77, insurance pending
Building:
MBLC payment of $493.842 not yet in: Feb 2 bond sale meeting.
Status of architect's contract, billing schedule and first bill
Draft of Hillside agreement

Building Committee report
Draft RFP for Clerk-of-the-Works/Project Manager
Scheme D for Chiller placement proposed
Appointment of Moving sub-committee
Proposal for basement excavation plan

Old Business
Shall we continue with P.O. Box #137?

New Business
In what situations can building committee act on behalf of Trustees?
Engagement letter with Fletcher, Tilton & Whipple, P.C.
FY 2005 operating budget draft to approve
Adjournment

Attachments:
Librarian's Report
Centralities
Next meeting: February 11, 2004, 7:00pm
Will consider warrant articles
Will be joint meeting with Foundation

John Ramsay, Regional Administrator
Western Massachusetts Regional Library System
58 Main Street
Hatfield, MA 01038
(413) 247-9306 x. 113
(800) 282-7755
jramsay@wmrls.org

Boylston Public Library Board of Trustees Meeting Minutes
January 14, 2004

The meeting was called to order at 7:40 p.m.

Present: Trustees Mary Beth Litofsky, Marcia Priestley, Cathy Richard, Letty Ridinger, Angelo Scola, and Susan Therriault, Library Director Nick Langhart, and Guests Richard and Karen Prince.

The minutes of the December 10th and December 22nd meetings were approved.

The Treasurer reported no activity in the accounts and a balance of $6715. Nick is continuing to pursue the artist who has not yet cashed his check in FY2002. From Trust Funds, we have approximately $18,000 in unrestricted funds and approximately $10,000 in restricted (library materials) funds. The Treasurer's report was approved.

Correspondence

There was no correspondence.

Director's Report:

Library:

Nick reported that Bill Manter has agreed to shovel snow on an as-needed basis for 12.77/hr, which is on par with the town wage. He has referred the question about whether or not Bill would be covered under the town's insurance policy to Town Administrator Sue Olsen and Town Counsel Greg Angelini.

Nick also reported that the Boylston Historical Society will be displaying a group of local scenes and people in an effort to identify these unknown people. The display will be held from Feb 2 – 20. The Garden Club currently has a display in the library.

Building:

Nick reported that the first payment from the MBLC of $493,842 is not yet in. Ellen McKay, interim Town Treasurer, is aware of the procedures. Nick will follow-up with both the Town Treasurer and the Town Accountant and about how the Foundation monies may be handled to simplify the accounting and reporting. On January 7th, Nick spoke with Town Administrator Sue Olsen about the bond sale. Sue will be meeting with the interim Town Treasurer Ellen McKay, Accountant Dan Haynes, and representatives from Fleet Bank on Feb 2 to set the bond sale date. We are not anticipating hiring a contractor until May or June, 2004.

Mary Beth mentioned that the Foundation's Finance Committee is meeting on January 22nd to work through some of the Foundation's questions about how the finances should be handled.

The bills from Richmond French Designs is approximately $35,000 for work done between Oct 2003 and Jan 2004. The construction drawings themselves will cost about $155,000. We should anticipate a monthly bill of $30,000 for the months of Jan, Feb, Mar, and Apr. The contract has been reviewed by Mary Beth, Angelo, and Nick. Copies were given to Sue Olsen and Greg Angelini on Dec 29th for their review and comments. Nick will follow-up with Sue Olsen on the status of the contract.

The Building Committee has appointed a moving sub-committee that is working through some of the moving and temporary location questions and issues. While at Hillside, the Library will keep to its present hours and schedule. There were questions about the use of the bathrooms and the Hillside Janitorial staff. The Hillside agreement is being reviewed and will go to the Trustees for final approval.

Building Committee Report:

Nick has drafted a RFP for Project Manager / Clerk of the Works and contacted Anne Larson at the MBLC about whether we need to follow the Inspector General process. She indicated that, although it is a gray area, at least two libraries (Lakeville and Merrimac) did not use the formal bid process. Rather, three potential candidates were selected and interviewed from submitted proposals. We have allocated $65,000 for a clerk of the works; however, a project manager may cost about $100,000. Letty recommended that the Building Committee do the interviewing and bring the selected firm to the Trustees for final approval and hiring. It was seconded by Marcia and approved by all the Trustees.

There was considerable discussion about Scheme D for the placement of the chiller, with and without a wall lining Main Street. It was approved to accept Scheme D with the chiller at ground level with a 5-1/2' stone wall enclosure on three sides and a door on the fourth side next to the parking lot. It would include a hidden grate on top so that no one could get into it. The structure itself may include the signage for the Boylston Library. This decision is contingent upon agreement by the Historic District Commission and other town boards and commissions. Both abutters have indicated that they are in agreement with this design. The design would need to tie into the recommendation from the acoustical engineer, who may have additional input into the wall and baffling.

There was some discussion regarding funds for litigation and where they should come from. Mary Beth agreed to contact Sue Olsen to find out what may already be covered by the Town versus what the Trustees would need to use from its trust funds.

The Trustees approved the appointment of the moving sub-committee of the Building Committee.

The proposal for basement excavation plan was deferred until after the January 23rd Building Committee meeting.

Mr. Prince requested an estimate of the amount of runoff water under varying conditions into the wetlands on his property near the proposed parking lot. He is concerned about the

additional runoff from the larger roof surface. Mary Beth indicated we understand the concern but that we cannot have runoff directly and that runoff from the top of the building is considered clean. Underneath the parking lot, there will be traps to catch the oil and grease from cars. Mr. Prince reiterated his concern and need for assurances that the runoff will not create more wetlands. The Princes' concerns will be taken into consideration in the design of the drainage system.

Mrs. Prince indicated that she would like to be informed when the acoustical engineer comes to the library to perform his measurements and tests.

Old Business:

Nick recommended, and the Trustees approved, discontinuing the use of P.O. Box #137, which yields a cost savings of $26/yr.

New Business:

There was some discussion about situations in which the building committee can act on behalf of the Trustees. Because of their fiduciary responsibilities to the Town as elected officials, the Trustees agreed that anything that involves money must have Trustee approval.

With regard to the engagement letter with Fletcher, Tilton & Whipple, P.C., the Trustees, the Selectmen, Town Administrator Sue Olsen, and Town Counsel Greg Angelini had all received copies of the letter. The Trustees approved the letter of engagement. We are awaiting approval from the Town Counsel and the Selectmen.

Nick indicated that the Trustees meeting with the Finance Committee will be held on Wednesday, February 25th at 8:00 p.m. at Hillside.

The Trustees reviewed FY 2005 operating budget that Nick had to drafted. The Trustees agreed to request an increase to the salary budget, which will need to be approved by the Personnel Board before we meet with the Finance Committee. Letty agreed to work through the figures. Nick will schedule the meeting with the Personnel Board and notify everyone of the date, time, and location.

The meeting was adjourned at 10:25 p.m.

The next regular meeting will be held on Wednesday, February 11th, at 7:00 p.m.

Respectfully Submitted, Susan A. Therriault, Secretary

MRL
AS
MP
LR
ST
CR
NL
K+R Prince

meeting Notes – Board of Trustees 1/14/04

CTO 735

→ ck w/AL on the "discreet acct" concept – can we add $ to it? yes, not co-mingled. + Intent-bearing. But discreet?

→ Tell Sue O that bond sale is contingent on Tn Bds + BI Inspector appraisal of plans. important to 2/2 mtg. Tom Dillim says so

→ Fdn + some Trustees will meet 1/22, 7:00 pm – ask S.O. to be there (Fdn Fin Comm)

GA will be seen Tuesday...

Draft of Hillside moved to Sub: running Comm. . Issue of cleanup work + need for it at Hillside

→ talk to C.N. about problem of late exit hours at Hillside

→ HC pkg needed on draft

RFP to BC. PM does not need bidding. MSP that BC handles the whole PM selection process.

Scheme D for chiller w/ 5'± stone surround. w/ Grate on top. No containing wall now.

Idea of Tom Barker, well builder at TH, doing our parking lot wall. MP to ch

Disc of Tn liability re: law suits... under what conditions would Tn pay

Princes: want an estimate of amount of non-ADA green pkg lot + road surface. want to prevent the swamp that is on other side of Cottonwood.

→ PO Box gone

Disc of engagement letter w/ Fletcher Tilton + MSP w/ Tripple: role of Building Inspector denial, denial permit asked, status must appeal.

Desire for a list of conversions made for the maxes from files

→ Budget – add to Tri Sec to 36000 all else stays. Take 0% Submit w/o Salaries split

B P L Building Committee
January 14, 2004
6:30pm

Agenda

Call to Order

Approval of minutes of December 12, 2003

Committee Report
- Status of RFD Contract review

Old Business
- Draft of RFQ for Project Manager Clerk of Works
- Recommend Plan D for chiller placement

New Business
- Approve increase in book stack design
- Request cost estimate for basement excavation proposal
- Recommendation to hire an acoustical engineer
- Appoint Moving Committee
- Draft of terms for use of Hillside as temporary library site

Adjourn

INDEX

A: Introduction and Summary of Proposal

B: Ownership and Experience

C: Massachusetts Application Form 100

D: Exhibits

PROPOSED SERVICES

BASIC SERVICE

WSBE-TV–CH. 36—PROVIDENCE–ETV
WGBH-TV–CH. 2—BOSTON–ETV
WBZ-TV–CH. 4—BOSTON–NBC
WCVB-TV–CH. 5—BOSTON–ABC
WNEV-TV–CH. 7—BOSTON–CBS
WLVI–CH. 56—BOSTON–IND
WJAR-TV–CH. 10—PROVIDENCE–NBC
WSBK-TV–CH. 38—BOSTON–IND
WPRI-TV–CH. 12—PROVIDENCE–ABC
WSMW-TV–CH. 27—WORCESTER–IND
WXNE–CH. 25—BOSTON–IND
WGBX-TV–CH. 44—BOSTON–ETV
WQTV–CH. 68—BOSTON–IND
THE MOVIE CHANNEL (*PAY*)
CINEMAX (*PAY*)
SHOWTIME (*PAY*)
THE DISNEY CHANNEL (*PAY*)
PAY-PER-VIEW (*PAY*)
HOME BOX OFFICE (*PAY*)
HTN (*PAY*)
SPORTSCHANNEL NEW ENGLAND (*PAY*)
ACCESS—EDUCATION
CBN CABLE NETWORK/ACCESS—RELIGIOUS
THE WEATHER CHANNEL
PROGRAM GUIDE
C–SPAN
MUNICIPAL ACCESS
PUBLIC ACCESS/COMMUNITY BULLETIN BOARD
ACCESS—LEASED
REGIONAL INTERCONNECT
CNN HEADLINE NEWS
BOYLSTON LOCAL ORIGINATION
WOR-TV–CH. 9—SECAUCUS–IND
WTBS–CH. 17—ATLANTA–IND
USA CABLE NETWORK
ESPN
CNN
NICKELODEON/ARTS AND ENTERTAINMENT NETWORK
MSN–THE INFORMATION CHANNEL/ACCESS—WOMEN
LIFETIME
THE NASHVILLE NETWORK
MTV–MUSIC TELEVISION
SATELLITE PROGRAM NETWORK
TRINITY BROADCAST NETWORK
BRAVO (*PAY*)
THE LEARNING CHANNEL
ACCESS—MEDICAL/ACCESS—SENIOR CITIZENS
ACCESS—LIBRARY/ACCESS—ARTS AND CULTURE
SPANISH INTERNATIONAL NETWORK
FINANCIAL NEWS NETWORK
AMERICAN MOVIE CLASSICS (*PAY*)
NEW ENGLAND SPORTS NETWORK (*PAY*)
REMAINING CHANNELS RESERVED FOR FUTURE PROGRAMMING AND SERVICES

PREMIUM SERVICES

THE MOVIE CHANNEL
CINEMAX
SHOWTIME
THE DISNEY CHANNEL
HOME BOX OFFICE
HTN
SPORTSCHANNEL NEW ENGLAND
BRAVO
AMERICAN MOVIE CLASSICS
NEW ENGLAND SPORTS NETWORK
PAY-PER-VIEW